



MONROE COUNTY BOARD OF SUPERVISORS

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MONROE COUNTY BOARD AGENDA
Wednesday, May 22, 2019
Monroe County Justice Center
Monroe County Board Assembly Room
1st Floor Room #1200
112 S. Court Street
Sparta, WI 54656
***(Please use the South Parking Lot/Oak Street Entrance)**

6:00 p.m. Call to Order/Roll Call

Pledge of Allegiance

Approval of Minutes 04/24/19

Public Comment Period

Chairman's Announcements

Appointments

- Land Information Counsel – Debra Carney, Treasurer for a term ending 10/20
- Zoning Board of Adjustment – Kenneth Kuhn for a term ending 06/30/2022
- Village of Warrens and Monroe County Sewer Commission – City of Tomah Public Works
Director for a term ending 04/2022
- ITBEC – Sharon Folcey for a term ending 05/20

Budget Adjustments

- | | |
|---------|-------------------------|
| Health | Land Records |
| WIC | Information Systems (3) |
| Highway | |

Drug Treatment Court Presentation – Judge Radcliffe

Monthly Treasurers Report – Debra Carney

Monthly Finance Director Report – Diane Erickson

Monthly Administrators Report – Tina Osterberg

Resolution(s) - Discussion/Action (listed on separate sheet)

Adjournment

*Supervisors: Do wear your name tags, it helps visitors
> Agenda order may change*

The April meeting of the County Board of Supervisors convened in the Monroe County Board Assembly Room in the City of Sparta, Wisconsin, on Wednesday, April 24, 2019 at 6:00 p.m. Chair Pete Peterson presiding. Roll Call was called with 15 Supervisors present; Supervisor VanWychen absent. The Pledge of Allegiance was recited.

Motion by Supervisor Von Ruden second by Supervisor Vinslauski to approve the minutes of the 03/27/19 meeting. The minutes carried by voice vote.

Chair Peterson recognized Jim Bialecki, Monroe County Administrator and Annette Erickson, Monroe County Treasurer for their years of service to the county and presented both with retirement plaques.

Public Comment Period – No members of the public addressed the board.

Appointments – Chair Peterson provided members with the following appointments. Discussion. Motion by Supervisor D. Peterson second by Supervisor Pierce to approve all appointments as provided below. Carried by voice vote.

Ethics Board, Scott Wall for a term ending 01/31/22;
Housing Authority, Rose Bartholomew for a term ending 03/31/24;
ITBEC, Nodji VanWychen for a term ending 05/20.

Chairman's General Announcements – Chair Peterson provided dates for the annual WCA Conference, WCA resolution deadlines and Student Government Days.

Budget Adjustments:

Health Department – Motion by Supervisor Pierce second by Supervisor Cook to approve budget adjustment. Tina Osterberg, Finance Director explained the 2019 budget adjustment in the amount of \$5,000.00 for Remembering Jesse Parker grant. A roll call vote was taken. The budget adjustment passed with all Supervisors present voting yes.

Human Services/ADRC – Motion by Supervisor Pierce second by Supervisor Cook to approve budget adjustment. Tina Osterberg, Finance Director explained the 2019 budget adjustment in the amount of \$3,045.00 for ADRC bus repair. Discussion. A roll call vote was taken. The budget adjustment passed with all Supervisors present voting yes.

Human Services – Motion by Supervisor Pierce second by Supervisor Von Ruden to approve budget adjustment. Tina Osterberg, Finance Director explained the 2019 budget adjustment in the amount of \$380,000.00 for Comprehensive Community Support Program and Children's Long Term Support program additional revenues and expenses. A roll call vote was taken. The budget adjustment passed with all Supervisors present voting yes.

Emergency Management – Motion by Supervisor Habegger second by Supervisor Steele to approve budget adjustment. Tina Osterberg, Finance Director explained the 2019 budget adjustment in the amount of \$27,768.98 for Pre-Disaster Mitigation Plan project. A roll call vote was taken. The budget adjustment passed with all Supervisors present voting yes.

Jail – Motion by Supervisor Habegger second by Supervisor Sherwood to approve budget adjustment. Tina Osterberg, Finance Director explained the 2019 budget adjustment in the amount of \$752.08 for SCAAP awards. A roll call vote was taken. The budget adjustment passed with all Supervisors present voting yes.

Information Systems – Motion by Supervisor Schnitzler second by Supervisor Halverson to approve budget adjustment. Tina Osterberg, Finance Director explained the 2018/2019 budget adjustment in the amount of \$20,023.48 for new phone implementation. A roll call vote was taken. The budget adjustment passed (14 Y - 1 N - 1 Absent).

McCoy voted: Y
Habegger voted: Y
Path voted: Y
Peterson, Dean voted: Y

Pierce voted: Y
Vinslauski voted: Y
Sherwood voted: Y
Folcey voted: Y

VanWychen was Absent
Von Ruden voted: Y
Steele voted: N
Schroeder voted: Y

Schnitzler voted: Y
Halverson voted: Y
Peterson, Pete voted: Y
Cook voted: Y

Repurpose of Funds:

Maintenance – Motion by Supervisor Path second by Supervisor D. Peterson to approve repurpose of funds. Tina Osterberg, Finance Director explained the 2019 repurpose of funds in the amount of \$2,000.00 for 206 South K Street property parking area. Discussion. A roll call vote was taken. The repurpose of funds passed (14 Y - 1 N - 1 Absent).

McCoy voted: Y
Habegger voted: Y
Path voted: Y
Peterson, Dean voted: Y

Pierce voted: Y
Vinslauski voted: Y
Sherwood voted: Y
Folcey voted: Y

VanWychen was Absent
Von Ruden voted: Y
Steele voted: N
Schroeder voted: Y

Schnitzler voted: Y
Halverson voted: Y
Peterson, Pete voted: Y
Cook voted: Y

Annette Erickson provided the monthly Treasurer's report and answered questions.

Tina Osterberg provided the monthly Finance report and answered questions.

Jim Bialecki provided the monthly Administrators report and answered questions.

A short recess was taken at 6:43 p.m., the meeting reconvened at 7:00 p.m.

RESOLUTION 04-19-01

**RESOLUTION AUTHORIZING SALE OF REAL ESTATE IDENTIFIED AS PARCEL NO.
281-01061-0000**

The foregoing resolution was moved for adoption by Supervisor Sherwood second by Supervisor Path. Supervisor D. Peterson explained. Supervisor Steele further explained. A roll call vote was taken on the resolution. The resolution passed with all Supervisors present voting yes.

RESOLUTION 04-19-02

**RESOLUTION AUTHORIZING SALE OF REAL ESTATE IDENTIFIED AS PARCEL NOS.
036-00128-2000 & 036-00128-3000**

The foregoing resolution was moved for adoption by Supervisor Path second by Supervisor Cook. Supervisor D. Peterson explained. Supervisor Steele further explained. A roll call vote was taken on the resolution. The resolution passed with all Supervisors present voting yes.

RESOLUTION 04-19-03

**RESOLUTION AUTHORIZING SALE OF REAL ESTATE IDENTIFIED AS PARCEL NO.
185-01455-0106**

The foregoing resolution was moved for adoption by Supervisor Sherwood second by Supervisor Cook. Supervisor D. Peterson explained. Supervisor Steele further explained. A roll call vote was taken on the resolution. The resolution passed with all supervisors present voting yes.

RESOLUTION 04-19-04

**AMENDING CHAPTER 38 ARTICLE VI. OF THE MONROE COUNTY CODE: ALL-TERRAIN
AND UTILITY TERRAIN VEHICLES – DESIGNATED ROUTES**

The foregoing resolution was moved for adoption by Supervisor Pierce second by Supervisor Cook. Supervisor Pierce recognized Mike Pierce to explain. Discussion. A roll call vote was taken on the resolution. The resolution passed (14 Y - 1 N - 1 Absent).

McCoy voted: Y	Pierce voted: Y	VanWychen was Absent	Schnitzler voted: Y
Habegger voted: Y	Vinslauskis voted: Y	Von Ruden voted: Y	Halverson voted: Y
Path voted: Y	Sherwood voted: Y	Steele voted: N	Peterson, Pete voted: Y
Peterson, Dean voted: Y	Folcey voted: Y	Schroeder voted: Y	Cook voted: Y

RESOLUTION 04-19-05

RESOLUTION ESTABLISHING FEES FOR CH 45 – WIND ENERGY SYSTEM SITING ORDINANCE

The foregoing resolution was moved for adoption by Supervisor Path second by Supervisor Vinslauskis. Supervisor Path explained. A roll call vote was taken on the resolution. The resolution passed (14 Y - 1 N - 1 Absent).

McCoy voted: Y	Pierce voted: Y	VanWychen was Absent	Schnitzler voted: Y
Habegger voted: Y	Vinslauskis voted: N	Von Ruden voted: Y	Halverson voted: Y
Path voted: Y	Sherwood voted: Y	Steele voted: Y	Peterson, Pete voted: Y
Peterson, Dean voted: Y	Folcey voted: Y	Schroeder voted: Y	Cook voted: Y

Chair Peterson adjourned the meeting at 7:08 p.m.

I, Shelley Bohl, Monroe County Clerk certify that to the best of my knowledge the foregoing is a correct copy of the April meeting of the Monroe County Board of Supervisors held on April 24, 2019.

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: May 7, 2019
 Department: Health
 Amount: \$18,000.00
 Budget Year Amended: 2019

Source of Increase Decrease and affect on Program:
 (If needed attached separate brief explanation.)

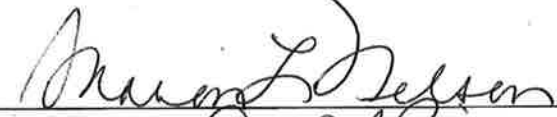

Received a second year grant from Bader Philanthropies, Inc, to build a dementia specific crisis team, implement Project Lifesaver programs with Sparta and Tomah Police departments and offer dementia crisis education trainings for Dementia Friendly Coalition members as well as dementia crisis gaps with a table top exercise. According to a 2018 survey conducted by WI Dementia Care System Redesign Plan, "improving assistance available for a person with dementia experiencing a crisis", is a top priority for those with dementia, caregivers and dementia professionals. Project Lifesaver, a program that allows law enforcement to quickly locate those with dementia who wander will allow city police departments to respond in their service area as well as educate officers on dementia and how to interact with those with dementia. In 2105, 16% of county residents were age 65 or older. By 2020, it is estimated that the 65+ population will makeup 25.1-30% of the population. With an increase in aging population, the number of county residents with dementia is expected to increase as well. This is an important public health issue that is now being addressed with this grant.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	485000	HS425	Bader Philanthropies	\$ -	\$ 18,000.00	\$ 18,000.00
Total Adjustment					\$ 18,000.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	511000		Salary	\$ 470,282.00	\$ 7,800.00	\$ 478,082.00
24110000	515010		Socail Security	\$ 28,685.00	\$ 484.00	\$ 29,169.00
24110000	515015		Medicare	\$ 6,712.00	\$ 114.00	\$ 6,826.00
24110000	515040		Workman Comp	\$ 3,754.00	\$ 4.00	\$ 3,758.00
24110000	531060		Printing	\$ 150.00	\$ 600.00	\$ 750.00
24110000	515700		Employee Ed	\$ 500.00	\$ 848.00	\$ 1,348.00
24110000	534050		Block Grant Supplies	\$ 12,350.00	\$ 8,150.00	\$ 20,500.00
Total Adjustment					\$ 18,000.00	

Department Head Approval: 
 Date Approved by Committee of Jurisdiction:  5/7/19

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: 05/15/19
 Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: May 7, 2019
 Department: WIC
 Amount: \$23,090.00
 Budget Year Amended: 2019

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

Received the 2019 WIC and Farmers Market Nutrition Program Grant funding allocation from USDA, through the Department of Health Services, Division of Public and SNAP funding for our Fit Families programming in April.
We will increase hours of two staff members, other line items are for program expenses. There is not any county levy with this program.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000	435500		WIC CARS	\$ 163,613.00	\$ 4,148.00	\$ 167,761.00
24120000	435555		WIC Fit Families	\$ -	\$ 11,142.00	\$ 11,142.00
24120000	465900		WIC Other	\$ -	\$ 3,000.00	\$ 3,000.00
24120000	435505		WIC Interpreters		\$ 4,800.00	\$ 4,800.00
Total Adjustment					\$ 23,090.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24120000	511000		Salary	\$ 119,753.00	\$ 11,978.00	\$ 131,731.00
24120000	515005		Retirement	\$ 7,845.00	\$ 390.00	\$ 8,235.00
24120000	515010		Social Security	\$ 7,426.00	\$ 741.00	\$ 8,167.00
24120000	515015		Medicare	\$ 1,738.00	\$ 173.00	\$ 1,911.00
24120000	531000		Office Supplies	\$ 715.00	\$ 2,340.00	\$ 3,055.00
24120000	531060		Printing Expense	\$ 100.00	\$ 400.00	\$ 500.00
24120000	522025		Telephone	\$ 520.00	\$ 280.00	\$ 800.00
24120000	534150		Nutrition Ed Supplies	\$ 2,230.00	\$ 1,270.00	\$ 3,500.00
24120000	534250		Medical Supplies	\$ 5,337.00	\$ 2,163.00	\$ 7,500.00
24120000	539070		Program Outreach	\$ -	\$ 3,355.00	\$ 3,355.00
					\$ 23,090.00	

Department Head Approval: *Maura J. Nelson*

Date Approved by Committee of Jurisdiction: *David A. Pierce 5/7/19*

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: 05/15/19

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: May 6, 2019
 Department: Highway
 Amount: \$52,000.00
 Budget Year Amended: 2019

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

Bid results and upfitting costs will exceed the budgeted amounts for certain Capital Machinery units; a State Patrol Truck, increase of \$15,000.00; two Emergency Response Trailers, increase of \$17,000.00; and a Tractor/Mower, increase of \$25,000.00; while a County Patrol Truck resulted in a \$5,000.00 decrease; for a net increase of \$52,000.00. To offset this increase, we propose to transfer budget of \$52,000.00 from County Routine Maintenance, resulting in a nominal decrease in that budget line.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
73330311	534005		Cty Routine Maintenance	\$1,315,000.00	\$52,000.00	\$1,263,000.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 52,000.00	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
73310281	581000		Capital Outlay	\$650,000.00	\$52,000.00	\$ 702,000.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 52,000.00	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: _____

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: 05/15/19 *Pending Highway Committee Approval
 Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: May 6, 2019
 Department: Land Records
 Amount: \$320.00
 Budget Year Amended: 2019

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

I WAS USING A MIFI HOTSPOT THAT WAS PROVIDED BY THE IT DEPARTMENT. WITH THE PLAN I WILL NO LONGER BE ABLE TO DO SO. BEGINNING IN MAY I WILL PAY FOR THE MIFI USED TO OPERATE ONE OF OUR GNSS GPS UNITS. I HAVE INCREASED MY LAND RECORDS INTEREST TO ACCOUNT FOR THIS. I HAD BEEN BUDGETING \$387 PER YR BUT LAST YR IT EARNED OVER \$2892 SO HERE I WILL INCREASE TO \$707.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 481000	LAND RECORDS INTEREST	\$ 387.00	\$ 320.00	\$ 707.00
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 320.00	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
11750000 521415	TECHNOLOGY & EQUIPMEN	\$ 23,870.00	\$ 320.00	\$ 24,190.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ 320.00	

Department Head Approval: 
Jeremiah Erickson

Date Approved by Committee of Jurisdiction: 05/14/19

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: 05/15/19

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: May 1, 2019
 Department: Information Systems
 Amount: \$64,412.02
 Budget Year Amended: 2019

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

This budget adjustment will move the Zuercher Public Safety (CAD, Mapping, Mobile, Jail) Software System designated funds from the IT Pool to the IS Capital Equipment/Software account in the IS budget with the remainig project funds that were budgeted for 2019. The original \$64,412.02 were Re-Purposed within the IT Pool account in 2018.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71490000	599000		Technology Pool	\$ 739,107.65	\$ (64,412.02)	\$ 674,695.63
71475000	581000		IS-Capital Equipment/Softwa	\$ 327,863.00	\$ 64,412.02	\$ 392,275.02
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: 05/14/2019

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: 05/15/2019

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: May 10, 2019
 Department: Information Systems
 Amount: \$48,123.38
 Budget Year Amended: 2019

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

This budget adjustment would move funds from the Contingency Fund to the Information Systems Computer Operations account for current outstanding invoices for the remodel at the old courthouse.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000	521415	19914	Computer Ops-Info Systems	\$ 409,880.48	\$ 48,123.38	\$ 458,003.86
10010000	539200		Contingency Fund	\$ 295,376.98	\$ (48,123.38)	\$ 247,253.60
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: 05/14/2019

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: 05/15/2019

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

MONROE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: May 8, 2019
 Department: Information Systems
 Amount: \$36,415.00
 Budget Year Amended: 2019

Source of Increase / Decrease and affect on Program:
 (If needed attached separate brief explanation.)

This budget adjustment would move funds from the Contingency Fund to the Information Systems Computer Operations account for Response Time & Preventative Maintenance Support for the AV System in Circuit Court and the Jail.

Revenue Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

Expenditure Budget Lines Amended:

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000	521415	19914	Computer Ops-Info Systems	\$ 409,880.48	\$ 36,415.00	\$ 446,295.48
10010000	539200		Contingency Fund	\$ 295,376.98	\$ (36,415.00)	\$ 258,961.98
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ -	

Department Head Approval: 

Date Approved by Committee of Jurisdiction: 05/14/2019

Following this approval please forward to the County Clerk's Office.

Date Approved by Finance Committee: 05/15/2019

Date Approved by County Board: _____

Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.

Date of publication of Class 1 notice of budget amendment: _____

TREASURER'S REPORT
For the period of April 1, 2019 to April 30, 2019
Debra J. Carney, County Treasurer

GENERAL FUND BALANCES	
Month End Balance	\$ (438,240.95)
Outstanding Checks	\$ (212,020.28)
Outstanding Deposits	\$ 202,783.57
General Fund Investments	\$ 23,144,013.87
Totals	\$ 22,696,536.21

RECEIPTS & DISBURSEMENTS	
Receipts for Current Month:	\$ 6,449,182.14
Wires & Disbursements for Current Month:	\$ 6,364,106.67

INVESTMENTS - GENERAL FUND				
Bank	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
State Bank		\$ 7,642,268.09	none	2.55%
State Investment Pool		\$ 17,625.33	none	2.49%
River Bank CD		\$ 500,000.00	6/18/2020	2.78%
Citizens First Bank CD		\$ 500,000.00	3/4/2020	2.58%
River Bank CD		\$ 500,000.00	3/7/2020	2.74%
Timberwood Bank MM		\$ 1,708,752.36	none	2.02%
Timberwood Bank CD		\$ 500,000.00	4/8/2020	2.65%
Timberwood Bank Checking		\$ 502.55	none	0.34%
Timberwood Bank CD		\$ 1,000,186.29	7/22/2019	2.25%
Partnership Bank CD		\$ 500,000.00	10/1/2019	2.50%
Partnership Bank CD		\$ 245,000.00	11/9/2019	2.50%
River Bank CD		\$ 2,033,972.61	7/22/2019	2.25%
River Bank CD		\$ 1,012,435.67	11/5/2019	2.50%
F & M Bank of Tomah Cdars		\$ 857,048.46	6/20/2019	2.04%
F & M Bank of Tomah Cdars		\$ 513,557.06	1/2/2020	2.53%
F & M Bank of Tomah CD		\$ 500,000.00	3/3/2020	2.63%
F & M Bank of Tomah-Checking		\$ 100.00	none	
Bremer Bank CD		\$ 500,000.00	5/19/2020	2.75%
Citizens First Bank MM		\$ 1,870,760.62	none	
River Bank MM		\$ 1,250,691.60	none	2.02%
ADM - CD'S		\$ 491,113.23	none	
River Bank CD		\$ 500,000.00	2/24/2020	2.60%
Bremer Bank CD		\$ 500,000.00	3/19/2020	2.71%
TOTAL GENERAL FUND =		\$ 23,144,013.87		

Total General Fund:	\$ 23,144,013.87
General Fund Reserve Balance:	\$ (10,804,435.00)
Restricted/Committed Fund Balance:	\$ (7,931,491.09)
	\$ 4,408,087.78

TOTAL GENERAL FUND AS OF APRIL 2018 WAS:	\$ 22,234,752.39
DIFFERENCE FROM ONE YEAR AGO:	\$ 909,261.48

Delinquent Taxes in April 2019 were:	\$ 942,368.81 *
Delinquent Taxes in April 2018 were:	\$ 1,025,404.39
Delinquent Taxes are down from one year ago:	\$ (83,035.58)

*This does not include the current 2018 delinquent taxes

TREASURER'S REPORT
For the period of March 1, 2019 to March 31, 2019
Annette M. Erickson, County Treasurer

GENERAL FUND BALANCES

Month End Balance	\$ (3,221.55)
Outstanding Checks	\$ (588,422.84)
Outstanding Deposits	\$ 59,091.26
General Fund Investments	\$ 23,980,259.83
Totals	\$ 23,447,706.70

RECEIPTS & DISBURSEMENTS

Receipts for Current Month:	\$ 7,690,752.83
Wires & Disbursements for Current Month:	\$ 8,103,228.46

INVESTMENTS - GENERAL FUND

Bank	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
State Bank		\$ 8,507,534.21	none	2.54%
State Investment Pool		\$ 17,589.84	none	2.47%
River Bank CD		\$ 500,000.00	8/18/2020	2.78%
Citizens First Bank CD		\$ 500,000.00	3/4/2020	2.58%
River Bank CD		\$ 500,000.00	3/7/2020	2.74%
Timberwood Bank MM		\$ 1,705,761.44	none	2.02%
Timberwood Bank CD		\$ 500,000.00	4/8/2019	2.05%
Timberwood Bank Checking		\$ 502.40	none	0.33%
Timberwood Bank CD		\$ 1,000,186.29	7/22/2019	2.25%
Partnership Bank CD		\$ 500,000.00	10/1/2019	2.50%
Partnership Bank CD		\$ 245,000.00	11/9/2019	2.50%
River Bank CD		\$ 2,022,750.50	7/22/2019	2.25%
River Bank CD		\$ 1,006,301.37	11/5/2019	2.50%
F & M Bank of Tomah Cdars		\$ 855,630.26	6/20/2019	2.04%
F & M Bank of Tomah Cdars		\$ 512,502.93	1/2/2020	2.53%
F & M Bank of Tomah CD		\$ 500,000.00	3/3/2020	2.63%
F & M Bank of Tomah-Checking		\$ 100.00	none	
Bremer Bank CD		\$ 500,000.00	5/19/2020	2.75%
Citizens First Bank MM		\$ 1,867,119.80	none	
River Bank MM		\$ 1,248,639.04	none	2.02%
ADM - CD'S		\$ 490,642.25	none	
River Bank CD		\$ 500,000.00	2/24/2020	2.60%
Bremer Bank CD		\$ 500,000.00	3/19/2020	2.71%
TOTAL GENERAL FUND =		\$ 23,980,259.83		

Total General Fund:	\$ 23,980,259.83
General Fund Reserve Balance:	\$ (10,804,435.00)
Restricted/Committed Fund Balance:	\$ (2,878,721.91)
	\$ 10,297,102.92

TOTAL GENERAL FUND AS OF MARCH 2018 WAS:	\$ 22,273,943.17
DIFFERENCE FROM ONE YEAR AGO:	\$ 1,706,316.66

Delinquent Taxes in March 2019 were:	\$ 1,107,868.88 *
Delinquent Taxes in March 2018 were:	\$ 1,071,794.65
Delinquent Taxes are up from one year ago:	\$ 36,074.23

*This does not include the current 2018 delinquent taxes

TREASURER'S REPORT
For the period of April 1, 2019 to April 30, 2019
Debra J. Carney, County Treasurer

INVESTMENTS				
BANK	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
History Room				
Bremer Bank-History Room MMI		\$ 50,220.81	None	2.32%
Bremer Bank-History Room MMII		\$ 9,376.26	None	2.32%
Monroe Co Local History Room Endowment #3 Fidelity Investments		\$ 1,333,738.46	None	.
Bremer Bank-Wegner Grotto Trust		\$ 170,353.54	None	2.32%
Wegner Grotto Endowment-Raymond James		\$ 260,887.95	None	
Haney Fund				
State Bank of Sparta CD		\$ 1,000.00	6/23/2019	2.00%
Transportation - ADRC				
Bremer Bank-ADRC Transportation		\$ 37,721.42	None	2.32%
Jail Assessment				
Timberwood Bank MM		\$ 421,797.06	None	2.02%
Monroe County Land Information Board				
Timberwood Bank of Tomah MM		\$ 265,429.07	None	2.02%
Community Development Block Grant Fund - Revolving Loan				
State Bank of Sparta MM		\$ 643,408.59	None	2.34%
Solid Waste Management				
State Bank - Ridgeview II-Closure Escrow		\$ 207,653.02	3/5/2020	1.41005%
		\$ 217,837.25	3/5/2020	1.41005%
		\$ 203,380.28	3/5/2020	1.41005%
		\$ 205,628.62	3/5/2020	1.41005%
		\$ 202,255.18	8/1/2019	1.341%
State Bank - Facility Reserve-MM		\$ 15,300.05	None	2.34%
Section 125 Plan				
State Bank of Sparta		\$ 28,103.18	None	2.34%
Worker's Comp				
State Bank of Sparta		\$ 2,082,490.37	None	2.34%
F & M Bank-Tomah		\$ 561,533.84	None	
TOTAL OF RESTRICTED FUNDS-NOT IN GENERAL FUND:		\$ 6,918,114.95		

SALES & USE TAX	
January 2019 thru February 2019	\$ 535,376.76
January 2018 thru February 2018	\$ 478,630.04
Sales Tax Up from 2018	\$ 56,746.72

TREASURER'S REPORT
For the period of March 1, 2019 to March 31, 2019
Annette M. Erickson, County Treasurer

INVESTMENTS				
BANK	ACCOUNT NUMBER	BALANCE	DUE DATES	INTEREST RATE
History Room				
Bremer Bank-History Room MMI		\$ 48,558.15	None	2.32%
Bremer Bank-History Room MMII		\$ 9,349.84	None	2.32%
Monroe Co Local History Room Endowment #3 Fidelity Investments		\$ 1,320,283.93	None	
Bremer Bank-Wegner Grotto Trust		\$ 168,444.88	None	2.32%
Wegner Grotto Endowment-Raymond James		\$ 251,920.86	None	
Haney Fund				
State Bank of Sparta CD		\$ 1,000.00	6/23/2019	2.00%
Transportation - ADRC				
Bremer Bank-ADRC Transportation		\$ 18,359.43	None	2.32%
Jail Assessment				
Timberwood Bank MM		\$ 426,236.65	None	2.02%
Monroe County Land Information Board				
Timberwood Bank of Tomah MM		\$ 334,891.69	None	2.02%
Community Development Block Grant Fund - Revolving Loan				
State Bank of Sparta MM		\$ 639,220.89	None	2.33%
Solid Waste Management				
State Bank - Ridgeview II-Closure Escrow		\$ 207,412.50	3/5/2020	1.41005%
		\$ 217,584.94	3/5/2020	1.41005%
		\$ 203,144.71	3/5/2020	1.41005%
		\$ 205,390.45	3/5/2020	1.41005%
		\$ 202,032.38	8/1/2019	1.341%
State Bank - Facility Reserve-MM		\$ 15,270.93	None	2.33%
Section 125 Plan				
State Bank of Sparta		\$ 29,768.43	None	2.33%
Worker's Comp				
State Bank of Sparta		\$ 2,085,312.09	None	2.33%
F & M Bank-Tomah		\$ 560,582.72	None	
TOTAL OF RESTRICTED FUNDS-NOT IN GENERAL FUND:		\$ 6,944,765.47		

SALES & USE TAX		
January 2019	\$	339,595.04
January 2018	\$	263,064.18
Sales Tax Up from 2018	\$	76,530.86

2019 MONTHLY GENERAL INFORMATION

	GENERAL FUND	SALES TAX	CONTINGENCY FUND	DELINQUENT TAXES
BALANCE AS OF 01/01/2019 →	\$19,490,656.88	\$3,118,356.26	\$139,486.98	\$1,284,320.97 *
JANUARY	\$21,618,692.15	\$339,595.04	\$166,181.00	\$1,225,663.48 *
FEBRUARY	\$24,465,395.65	\$195,781.72	\$165,171.00	\$1,186,428.34 *
MARCH	\$23,980,259.83		\$165,171.00	\$1,107,868.88 *
APRIL	\$23,144,013.87		\$295,376.98	\$942,368.81 *
MAY				*
JUNE				*
JULY				*
AUGUST				NOW INCLUDES ALL YEARS DELINQUENT TAXES
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				

(CONTINGENCY FUND IS ACTUALLY PART OF THE TOTAL GENERAL FUND)

*THESE DELINQUENT TAX AMOUNTS DO NOT INCLUDE THE TAX YEAR 2018

TOTAL SALES TAX RECEIVED IN CALENDAR YEAR 2018 - \$ 3,738,826.82

2018 MONTHLY GENERAL INFORMATION

	GENERAL FUND	SALES TAX	CONTINGENCY FUND	DELINQUENT TAXES	
BALANCE AS OF 01/01/2018 →	\$16,203,523.49	\$2,921,195.77	\$106,187.59	\$1,377,317.51 *	
JANUARY	\$19,877,690.62	\$263,064.18	\$231,008.00	\$1,248,754.78 *	
FEBRUARY	\$23,662,192.90	\$215,565.86	\$231,008.00	\$1,195,071.59 *	
MARCH	\$22,273,943.17	\$367,346.21	\$231,008.00	\$1,071,794.65	
APRIL	\$22,234,752.39	\$359,727.80	\$231,008.00	\$1,025,404.39 *	
MAY	\$20,328,999.99	\$253,645.82	\$304,195.59	\$992,527.88	
JUNE	\$19,639,146.71	\$433,193.22	\$298,195.59	\$961,315.24 *	
JULY	\$29,584,562.28	\$263,511.06	\$141,145.59	\$897,057.80 *	
AUGUST	\$23,738,224.17	\$356,623.89	\$141,145.59	\$2,014,372.43	NOW INCLUDES ALL YEARS DELINQUENT TAXES
SEPTEMBER	\$21,568,847.64	\$344,026.30	\$141,145.59	\$1,817,811.72	
OCTOBER	\$20,458,668.54	\$261,651.92	\$141,145.59	\$1,603,227.92	
NOVEMBER	\$19,879,301.52	\$286,864.42	\$141,145.59	\$1,436,914.73	
DECEMBER	\$19,490,656.88	\$333,606.14	\$139,486.98	\$1,284,320.97	

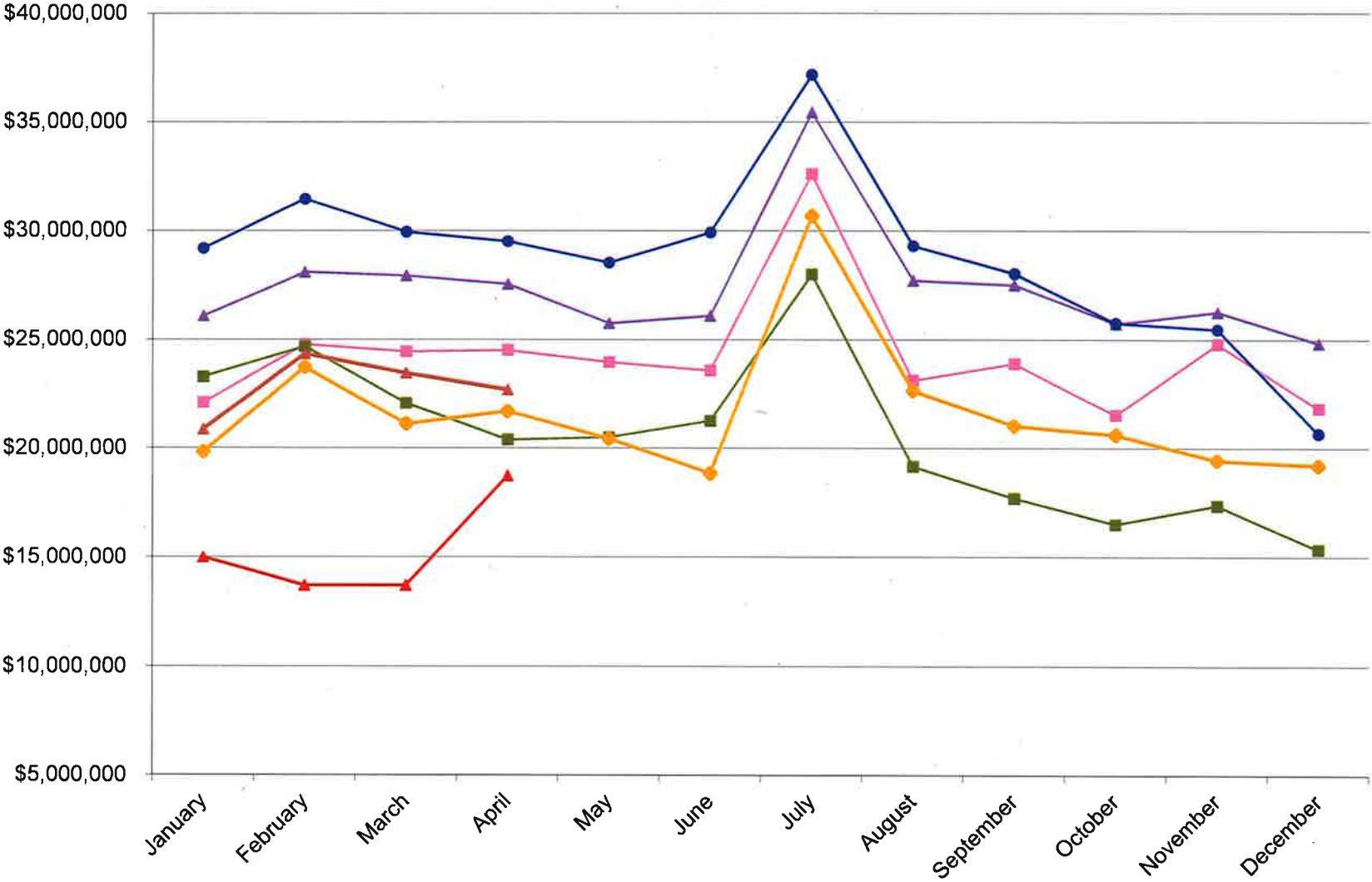
(CONTINGENCY FUND IS ACTUALLY PART OF THE TOTAL GENERAL FUND)

*THESE DELINQUENT TAX AMOUNTS DO NOT INCLUDE THE TAX YEAR 2017

TOTAL SALES TAX RECEIVED IN CALENDAR YEAR 2017 - \$ 3,515,390.64

County Total General Fund Cash Balance

Balance includes outstanding deposits, outstanding checks, checking acct balance, and General MM



■ 2014
 ▲ 2015
 ● 2016
 ■ 2017
 ◆ 2018
 ▲ 2019
 ▲ 19 Reserve

— Minimum Fund Balance Reserve + Restricted/Committed Fd Balance

5/10/2019
 Tina Osterberg
 Monroe County Finance Director
 \\MCIS-PROFSV-DC\Data\Financial\Data\Finance Report\2019\2019 General Fund Reserved-Committed-20%

Total General Fund Restrictions

General Fund Balance MM/ICS -	\$ 13,413,828.41	
General Fund CD's	\$ 9,282,707.80	
Total General Fund	\$ 22,696,536.21	\$ 18,735,926.29 Reserve Policy - Includ.Restr/Com
Less Human Services Prepay	\$ 138,349.00	Prepay due back to state 12/31/2019 - \$415,047
Total General Fund -Less Prepay	\$ 22,558,187.21	1/12 each month is approximately \$34,587.25

Restricted Funds

MM Haney Res 10000000 342100 E2050-\$1,000	\$ 871.65	
Child Support - Designated Fund Balance	\$ 26,333.13	
Software/computers 21300000 342100 E2200		
WEDCS Election Exp. Fund 11421000 579100	\$ 1,621.13	
Redaction Fees 11715000 461390/521350	\$ 14,211.55	
K-9 Donations 12116000 485000/579200	\$ 17,638.94	
Dog Control 14195000 485000/579200	\$ 31,260.48	
Veterans Service 14700000 485000/579200	\$ 992.00	
Parks 15200000 485000/579200	\$ 5,444.40	
Crep Program 16140000	\$ 24,296.71	
Forestry Maint. Land Acq. 16919000 580100	\$ 49,254.58	
Forestry-Habelman Reforest 16919000 521700	\$ 1,471.13	
Wildlife Habitat 16913000 435800/534050	\$ 1,206.54	
Land Cons. Awards Banquet Don. 16940000 485000/579200	\$ 1,606.46	
Non-lapsing Cons. Programs Account 16942000 435800/534005	\$ 248,375.00	
Non-lapsing MDV(Multi-Discharge Variance) 16942100	\$ 27,461.77	
Non-lapsing Land Dev.&MGMT Account 16948000 435800/534005	\$ 290,000.00	

Committed Funds

Debt Service Fund - Resolution 06-13-02	\$ 4,682,295.00	2018 rolled to debt service for future payments
Farm Proceeds-Ed Fd 10000000 342400 E4050-11970	\$ 15,037.59	
Nonlapsing Technology Pool 71490000	\$ 705,758.45	
Cloud-Based ERP Financial Software 17100151	\$ 26,895.31	
Cloud-Based Human Services MyEvolv Software 71475000 521415 I9790	\$ 18,022.10	
Justice 12950000 485000/579200	\$ 550.00	
Angelo Wayside Improvement-17620620 582000	\$ 527.19	

Extension

Leadership Prog. Exp. 15620611 579100	\$ 6,318.98	
Family Living Agent 15620613 579100	\$ 5,652.32	
Agriculture Agent 15620614 579100	\$ 13,824.08	
Youth Development Agent 15620615 579100	\$ 82.21	
Pesticide Certification 15620616 579100	\$ 4,312.17	

Assigned Funds

Human Services Reserve Fund 24900000 343000	\$ 204,548.00	
Contingency Fund Balance 10010000 539200	\$ 295,376.98	
Retirement/Fringe Pool 11435000 515200	\$ 85,301.19	
Nonlapsing Capital Pool 17100169	\$ 805,750.55	
Nonlapsing Capital Vehicle Pool 17100169 581100	\$ 319,193.50	
Total	\$ 7,931,491.09	

Unassigned General Fund Balance	\$ 14,626,696.12	
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5/10/2019

Tina Osterberg Monroe County Finance Director

\\MCIS-PROFSV-DC\Data\Financial\Data\Finance Report\2019\2019 General Fund Reserved-Committed-20%

FINANCIAL DATA THROUGH APRIL 30TH

Account Type	Revenue					
	2018 Total Annual Budget	2018 Month Actual	2018 Actual to Annual Budget %	2019 Total Annual Budget	2019 Month Actual	2019 Actual to Annual Budget %
100 - GENERAL FUND						
0000 - UNDEFINED	46,291	0	0.00%	0	0	100.00%
1000 - GENERAL GOVERNMENT	17,132,211	8,913,555	52.03%	20,848,605	8,798,461	42.20%
1121 - CIRCUIT COURT	192,990	74,746	38.73%	202,590	70,601	34.85%
1122 - CLERK OF COURT	472,690	163,762	34.64%	512,290	168,115	32.82%
1124 - FAMILY COURT COMMISSIONER	5,720	1,280	22.38%	5,720	1,040	18.18%
1127 - MEDICAL EXAMINER	34,300	9,400	27.41%	34,300	10,102	29.45%
1131 - DISTRICT ATTORNEY	77,199	12,241	15.86%	77,709	3,820	4.92%
1132 - CORPORATION COUNSEL	5,000	0	0.00%	0	0	100.00%
1142 - COUNTY CLERK	23,549	14,205	60.32%	23,610	13,353	56.56%
1143 - PERSONNEL	0	0	100.00%	0	0	100.00%
1151 - FINANCE DEPARTMENT	585,810	176,433	30.12%	613,052	165,018	26.92%
1152 - TREASURER	13,000	4,300	33.08%	13,000	5,247	40.36%
1160 - MAINTENANCE	4,601	501	10.90%	1,001	482	48.20%
1171 - REGISTER OF DEEDS	275,873	82,072	29.75%	300,847	79,224	26.33%
1172 - SURVEYOR	1,500	510	34.00%	1,500	450	30.00%
1175 - LAND RECORDS	196,636	55,251	28.10%	282,552	84,225	29.81%
1210 - SHERIFF DEPARTMENT	126,201	45,867	36.34%	96,200	37,859	39.35%
1270 - JAIL	156,483	41,331	26.41%	155,293	68,664	44.22%
1290 - EMERGENCY MANAGEMENT	100,802	5,039	5.00%	95,415	0	0.00%
1293 - DISPATCH CENTER	0	137	100.00%	0	106	100.00%
1295 - JUSTICE DEPARTMENT	233,260	72,185	30.95%	239,980	100,087	41.71%
1368 - SANITATION	127,000	7,986	6.29%	127,000	15,248	12.01%
1419 - DOG CONTROL	136,075	72,627	53.37%	141,538	80,857	57.13%
1470 - VETERANS SERVICE	10,342	11,500	111.20%	10,000	11,500	115.00%
1512 - LOCAL HISTORY ROOM	61,674	13,902	22.54%	92,798	4,161	4.48%
1520 - PARKS	172,077	13,357	7.76%	174,550	41,352	23.69%
1530 - SNOWMOBILE	225,000	63,660	28.29%	200,000	71,939	35.97%
1560 - UW-EXTENSION	14,872	7,532	50.65%	6,810	8,996	132.10%
1614 - CONSERV RESERVE ENHANCE PROGR	0	0	100.00%	0	0	100.00%
1670 - ECON DEV COMMERCE & TOURISM	2,000	0	0.00%	0	0	100.00%
1691 - FORESTRY	126,110	103,305	81.92%	503,252	56,005	11.13%
1694 - LAND CONSERVATION	250,013	27,584	11.03%	344,177	55,218	16.04%
1698 - ZONING	22,128	6,049	27.34%	22,128	5,129	23.18%
1700 - CAPITAL OUTLAY	132,500	72,500	54.72%	92,000	0	0.00%
100 - GENERAL FUND Total	20,963,907	10,072,817	48.05%	25,217,917	9,957,262	39.48%
213 - CHILD SUPPORT	526,448	145,339	27.61%	558,426	139,841	25.04%
241 - HEALTH DEPARTMENT	899,835	562,528	62.51%	845,039	563,899	66.73%
249 - HUMAN SERVICES	11,854,167	4,629,538	39.05%	11,985,705	4,798,628	40.04%
310 - DEBT SERVICE	3,672,487	1,886,257	51.36%	7,022,703	5,674,583	80.80%
410 - CAPITAL PROJECTS	50,651	0	0.00%	0	0	100.00%
633 - SOLID WASTE	3,682,250	292,401	7.94%	2,136,750	297,850	13.94%
642 - ROLLING HILLS	7,575,636	2,391,548	31.57%	7,358,266	1,934,423	26.29%
714 - INFORMATION SYSTEMS	1,709,549	1,277,718	74.74%	1,662,401	1,422,880	85.59%
715 - INFORMATION TECHNOLOGY POOL	701,287	121,936	17.39%	739,108	125,419	16.97%
719 - WORKERS COMPENSATION	420,510	75,232	17.89%	292,618	87,354	29.85%
732 - HIGHWAY	11,978,619	5,517,081	46.06%	11,349,781	5,160,668	45.47%
820 - JAIL ASSESSMENT	90,000	18,851	20.95%	90,000	21,348	23.72%
830 - LOCAL HISTORY ROOM	61,674	172,762	280.12%	92,798	176,071	189.74%
856 - M.M. HANEY TRUST	0	0	100.00%	0	0	100.00%
860 - REVOLVING LOAN FUND	7,500	4,671	62.28%	7,500	8,111	108.15%
Grand Total	64,194,519	27,168,680	42.32%	69,359,011	30,368,337	43.78%

This is 4 out of 12 months

These Revenue numbers include the tax appropriations for 2019

33.33%

FINANCIAL DATA THROUGH APRIL 30TH

Account Type	Expense					
	2018 Total Annual Budget	2018 Month Actual	2018 Actual to Annual Budget %	2019 Total Annual Budget	2019 Month Actual	2019 Actual to Annual Budget %
100 - GENERAL FUND						
0000 - UNDEFINED	1,480,584	0	0.00%	4,682,295	4,682,295	100.00%
1000 - GENERAL GOVERNMENT	130,206	0	0.00%	295,377	0	0.00%
1110 - COUNTY BOARD	104,662	36,270	34.65%	97,844	28,763	29.40%
1121 - CIRCUIT COURT	566,340	138,877	24.52%	563,594	151,114	26.81%
1122 - CLERK OF COURT	727,272	198,745	27.33%	758,189	188,478	24.86%
1124 - FAMILY COURT COMMISSIONER	40,800	10,200	25.00%	40,800	10,200	25.00%
1127 - MEDICAL EXAMINER	169,997	41,778	24.58%	154,795	37,184	24.02%
1131 - DISTRICT ATTORNEY	494,697	144,083	29.13%	515,544	153,800	29.83%
1132 - CORPORATION COUNSEL	268,190	79,693	29.72%	273,490	80,937	29.59%
1141 - ADMINISTRATOR	171,939	51,474	29.94%	208,629	56,627	27.14%
1142 - COUNTY CLERK	267,615	91,658	34.25%	225,369	79,058	35.08%
1143 - PERSONNEL	606,981	110,387	18.19%	687,908	130,608	18.99%
1151 - FINANCE DEPARTMENT	985,802	297,749	30.20%	1,026,413	303,747	29.59%
1152 - TREASURER	300,347	89,891	29.93%	303,608	93,135	30.68%
1160 - MAINTENANCE	1,162,500	294,553	25.34%	1,009,603	246,479	24.41%
1171 - REGISTER OF DEEDS	251,977	71,070	28.20%	274,277	75,924	27.68%
1172 - SURVEYOR	27,556	13,355	48.46%	27,556	7,410	26.89%
1175 - LAND RECORDS	196,636	50,490	25.68%	282,552	56,402	19.96%
1190 - CNTY INS./MRRPC/SMRT/FARM ED	532,736	443,711	83.29%	539,656	415,537	77.00%
1210 - SHERIFF DEPARTMENT	2,959,275	901,398	30.46%	3,091,661	899,047	29.08%
1270 - JAIL	2,889,316	861,921	29.83%	2,933,706	836,730	28.52%
1290 - EMERGENCY MANAGEMENT	168,901	32,751	19.39%	164,331	33,234	20.22%
1293 - DISPATCH CENTER	1,165,846	389,530	33.41%	1,209,706	398,419	32.94%
1295 - JUSTICE DEPARTMENT	843,513	219,668	26.04%	880,192	224,583	25.52%
1368 - SANITATION	176,137	36,874	20.94%	175,380	36,348	20.73%
1419 - DOG CONTROL	189,598	45,092	23.78%	189,677	46,344	24.43%
1470 - VETERANS SERVICE	151,222	41,542	27.47%	155,415	45,315	29.16%
1511 - LIBRARY	429,176	429,176	100.00%	449,371	427,520	95.14%
1512 - LOCAL HISTORY ROOM	171,290	45,515	26.57%	205,537	40,194	19.56%
1520 - PARKS	134,100	16,147	12.04%	133,552	16,186	12.12%
1530 - SNOWMOBILE	225,000	0	0.00%	200,000	40,000	20.00%
1560 - UW-EXTENSION	249,466	82,708	33.15%	228,673	65,647	28.71%
1614 - CONSERV RESERVE ENHANCE PROGR	21,954	0	0.00%	24,297	0	0.00%
1670 - ECON DEV COMMERCE & TOURISM	107,900	38,617	35.79%	107,303	36,567	34.08%
1691 - FORESTRY	160,035	16,961	10.60%	145,782	42,655	29.26%
1694 - LAND CONSERVATION	891,019	93,320	10.47%	1,075,449	104,009	9.67%
1698 - ZONING	97,694	28,055	28.72%	123,344	27,658	22.42%
1700 - CAPITAL OUTLAY	1,445,628	274,033	18.96%	1,760,082	467,261	26.55%
100 - GENERAL FUND Total	20,963,907	5,717,294	27.27%	25,220,957	10,585,413	41.97%
213 - CHILD SUPPORT	526,448	146,958	27.91%	558,426	159,952	28.64%
241 - HEALTH DEPARTMENT	899,835	258,884	28.77%	845,039	245,299	29.03%
249 - HUMAN SERVICES	11,854,167	2,464,925	20.79%	11,985,705	3,144,326	26.23%
310 - DEBT SERVICE	3,672,487	2,084,516	56.76%	7,022,703	2,111,316	30.06%
410 - CAPITAL PROJECTS	50,651	35,446	69.98%	0	0	100.00%
633 - SOLID WASTE	3,682,250	767,547	20.84%	2,136,750	295,117	13.81%
642 - ROLLING HILLS	7,575,636	2,288,028	30.20%	7,358,266	2,233,110	30.35%
714 - INFORMATION SYSTEMS	1,709,549	331,522	19.39%	1,659,361	545,760	32.89%
715 - INFORMATION TECHNOLOGY POOL	701,287	14,943	2.13%	739,108	33,349	4.51%
719 - WORKERS COMPENSATION	420,510	209,552	49.83%	292,618	181,540	62.04%
732 - HIGHWAY	11,978,619	1,350,473	11.27%	11,349,781	1,590,327	14.01%
820 - JAIL ASSESSMENT	90,000	3,192	3.55%	90,000	7,380	8.20%
830 - LOCAL HISTORY ROOM	61,674	15,157	24.58%	92,798	9,120	9.83%
860 - REVOLVING LOAN FUND	1,400	128	9.13%	1,400	0	0.00%
Grand Total	64,188,419	15,688,565	24.44%	69,352,911	21,142,009	30.48%

This is 4 out of 12 months

33.33%

FINANCIAL DATA THROUGH APRIL 30TH

Account Type	Salary & Fringe Expense					
	2018 Total Annual Budget	2018 Month Actual	2018 Actual to Annual Budget %	2019 Total Annual Budget	2019 Month Actual	2019 Actual to Annual Budget %
100 - GENERAL FUND						
1110 - COUNTY BOARD	52,780	13,471	25.52%	54,757	12,133	22.16%
1121 - CIRCUIT COURT	307,395	91,964	29.92%	305,886	91,839	30.02%
1122 - CLERK OF COURT	496,151	150,443	30.32%	531,226	143,004	26.92%
1127 - MEDICAL EXAMINER	88,104	26,582	30.17%	90,363	28,404	31.43%
1131 - DISTRICT ATTORNEY	454,709	138,626	30.49%	477,552	147,230	30.83%
1132 - CORPORATION COUNSEL	259,641	77,230	29.74%	265,158	78,824	29.73%
1141 - ADMINISTRATOR	161,747	48,804	30.17%	198,621	53,131	26.75%
1142 - COUNTY CLERK	168,743	52,376	31.04%	175,306	53,010	30.24%
1143 - PERSONNEL	182,572	53,155	29.11%	175,144	52,827	30.16%
1151 - FINANCE DEPARTMENT	927,912	285,403	30.76%	961,886	291,544	30.31%
1152 - TREASURER	238,405	73,029	30.63%	246,266	73,581	29.88%
1160 - MAINTENANCE	347,014	110,119	31.73%	356,543	77,357	21.70%
1171 - REGISTER OF DEEDS	201,396	62,434	31.00%	206,301	63,284	30.68%
1175 - LAND RECORDS	67,799	20,546	30.30%	69,898	20,754	29.69%
1210 - SHERIFF DEPARTMENT	2,448,940	726,479	29.67%	2,581,849	753,458	29.18%
1270 - JAIL	2,150,342	656,696	30.54%	2,156,305	619,594	28.73%
1290 - EMERGENCY MANAGEMENT	108,531	29,844	27.50%	106,523	30,490	28.62%
1293 - DISPATCH CENTER	966,721	288,199	29.81%	987,550	289,285	29.29%
1295 - JUSTICE DEPARTMENT	515,208	152,647	29.63%	553,543	148,852	26.89%
1368 - SANITATION	115,431	34,341	29.75%	112,927	33,614	29.77%
1419 - DOG CONTROL	123,260	33,630	27.28%	126,166	37,400	29.64%
1470 - VETERANS SERVICE	127,222	34,567	27.17%	133,965	39,236	29.29%
1512 - LOCAL HISTORY ROOM	108,000	32,280	29.89%	110,847	33,612	30.32%
1520 - PARKS	79,150	14,568	18.41%	77,208	14,919	19.32%
1560 - UW-EXTENSION	173,447	71,874	41.44%	160,108	55,218	34.49%
1691 - FORESTRY	48,555	14,412	29.68%	49,753	14,469	29.08%
1694 - LAND CONSERVATION	234,609	71,405	30.44%	322,224	82,160	25.50%
1698 - ZONING	91,520	26,474	28.93%	88,588	26,025	29.38%
100 - GENERAL FUND Total	11,245,304	3,391,600	30.16%	11,682,463	3,365,252	28.81%
213 - CHILD SUPPORT	427,609	125,284	29.30%	451,248	138,338	30.66%
241 - HEALTH DEPARTMENT	791,825	241,817	30.54%	752,875	221,524	29.42%
249 - HUMAN SERVICES	4,141,727	1,246,773	30.10%	4,479,291	1,283,077	28.64%
633 - SOLID WASTE	157,024	47,189	30.05%	162,937	49,228	30.21%
642 - ROLLING HILLS	5,871,607	1,692,190	28.82%	5,732,967	1,766,220	30.81%
714 - INFORMATION SYSTEMS	316,310	97,108	30.70%	386,256	108,882	28.19%
732 - HIGHWAY	3,295,823	979,619	29.72%	3,395,373	1,116,052	32.87%
Grand Total	26,247,229	7,821,581	29.80%	27,043,410	8,048,573	29.76%

This is 4 out of 12 months Insurance and 8/26 Payrolls

RESOLUTIONS AND ORDINANCES – May 22, 2019

1. **RESOLUTION AUTHORIZING SALE OF REAL ESTATE IDENTIFIED AS PARCEL NOS. 185-00041-0000 & 185-00041-5000**
Offered by the Property & Maintenance Committee
2. **RESOLUTION AUTHORIZING SALE OF REAL ESTATE IDENTIFIED AS PARCEL NO. 286-00319-0000**
Offered by the Property & Maintenance Committee
3. **RESOLUTION ESTABLISHING 2020 ANNUAL BUDGETED ALLOCATION FOR PAY FOR PERFORMANCE**
Offered by the Administration & Personnel Committee
4. **RESOLUTION AUTHORIZING ESTABLISHMENT OF A PARALEGAL POSITION WITHIN THE MONROE COUNTY DISTRICT ATTORNEY'S OFFICE**
Offered by the Administration & Personnel Committee
5. **RESOLUTION AUTHORIZING ESTABLISHMENT OF A LEGAL SECRETARY POSITION WITHIN THE MONROE COUNTY DISTRICT ATTORNEY'S OFFICE**
Offered by the Administration & Personnel Committee
6. **RESOLUTION AUTHORIZING ADRC DISABILITY BENEFIT SPECIALIST POSITION INCREASE TO FULL TIME**
Offered by the Administration & Personnel Committee
7. **RESOLUTION AUTHORIZING ADRC NUTRITION PROGRAM COORDINATOR POSITION INCREASE TO FULL TIME**
Offered by the Administration & Personnel Committee
8. **RESOLUTION AUTHORIZING ESTABLISHMENT OF A FULL-TIME COMMUNITY HEALTH EDUCATOR POSITION IN THE MONROE COUNTY HEALTH DEPARTMENT**
Offered by the Administration & Personnel Committee
9. **RESOLUTION AUTHORIZING ESTABLISHMENT OF A FULL-TIME TELECOMMUNICATOR POSITION IN THE MONROE COUNTY 9-1-1 COMMUNICATIONS CENTER**
Offered by the Administration & Personnel Committee
10. **RESOLUTION AUTHORIZING MODIFICATION OF RESOLUTION NO. 07-18-05**
Offered by the Administration & Personnel Committee
11. **RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY PERSONNEL POLICY MANUAL "Update Recruitment Language"**
Offered by the Administration & Personnel Committee
12. **RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY PERSONNEL POLICY MANUAL "Payroll Date Change"**
Offered by the Administration & Personnel Committee
13. **RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY PERSONNEL POLICY MANUAL "FMLA Policy Update"**
Offered by the Administration & Personnel Committee

RESOLUTION NO. 05-19-01

RESOLUTION AUTHORIZING SALE OF REAL ESTATE
IDENTIFIED AS PARCEL NOS. 185-00041-0000 and 185-00041-5000

1 WHEREAS, Monroe County obtained the properties located in the Village of Warrens identified by tax
2 parcel nos. 185-00041-0000 and 185-00041-5000, by in rem foreclosure of tax liens; and
3

4 WHEREAS, Monroe County Property & Maintenance received, pursuant to §75.69(1) Wis. Stats., an
5 offer to purchase from Nathan Delmore in the amount of \$10,000.00 and recommends its acceptance.
6

7 NOW THEREFORE BE IT RESOLVED, By the Monroe County Board of Supervisors that they do
8 hereby set the value at \$10,000.00 for the properties and authorize the sale of the below described properties to
9 Nathan Delmore 6638 Millstone Circle, Deforest, WI 53532 for the amount of \$10,000.00; and
10

11 BE IT FURTHER RESOLVED that the Monroe County Clerk is hereby authorized to execute a Quit
12 Claim Deed transferring these properties to Nathan Delmore and/or assigns for the above-noted sale price, said
13 properties being described as:
14

15 Parcel No. 185-00041-0000
16

17 That part of Lot Three (3), Block Five (5), Village of Warrens, Monroe County, Wisconsin, more
18 particularly described as follows: Beginning at the Northwest corner of said Block 5, thence
19 N88°27'E, 103.93 feet along the South line of Grant Street, thence S38°35'W, 47.36 feet,
20 thence S51°36'E, 17.64 feet, thence S41°38'W, 19.19 feet to the Southwesterly line of said
21 Block 5, thence N52°18'W, 95.29 feet along said Southwesterly line to the East line of Main
22 Street, thence N1°29'W, 1.24 feet along the East line of Main Street to the point of beginning.
23

24 ALSO

25 Lot Four (4), Block Five (5), Village of Warrens, Monroe County, Wisconsin.
26 Property recorded as Document No. 619341.

27 Parcel No. 185-00041-5000
28

29 Lot Three (3), Block Five (5), Village of Warrens, Monroe County, Wisconsin, EXCEPTING
30 therefrom a parcel of land described as follows: Beginning at the Northwest corner of said Block
31 5, thence N88°27'E, 103.93 feet along the South line of Grant Street, thence S38°35'W, 47.36
32 feet, thence S51°36'E, 17.64 feet, thence S41°38'W, 19.19 feet to the Southwesterly line of said
33 Block 5, thence N52°18'W, 95.29 feet along said Southwesterly line to the East line of Main
34 Street, thence N1°29'W, 1.24 feet along the East line of Main Street to the point of beginning.
35 Property recorded as Document No. 619341.
36
37

38 Dated this 22nd day of May, 2019.
39

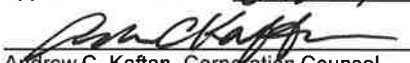
40 OFFERED BY THE PROPERTY & MAINTENANCE COMMITTEE:
41

42 Fiscal note: The sale of these properties will return \$10,000.00 to Monroe County.
43

44 Statement of purpose: The purpose of this resolution is to authorize the sale of these properties by tax lien
45 foreclosure to the above-noted buyer.

Finance Vote (If required):
____ Yes ____ No ____ Absent

Committee of Jurisdiction Forwarded on: May 8, 2019
4 Yes 0 No 1 Absent

Approved as to form on 5-12-19

Andrew C. Kaftan, Corporation Counsel

Committee Chair: _____

ADOPTED FAILED AMENDED
 OTHER _____
County Board Vote on: _____ 20____
____ Yes ____ No ____ Absent

STATE OF WISCONSIN
COUNTY OF MONROE
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is
a true and correct copy of Resolution # _____ acted on by the Monroe
County Board of Supervisors at the meeting held on _____

SHELLEY R. BOHL, MONROE COUNTY CLERK
A raised seal certifies an official document.

RESOLUTION NO. 05-19-02

RESOLUTION AUTHORIZING SALE OF REAL ESTATE
IDENTIFIED AS PARCEL NO. 286-00319-0000

1 WHEREAS, Monroe County obtained the property located in the City of Tomah identified by tax parcel
2 no. 286-00319-0000, by in rem foreclosure of tax liens; and
3

4 WHEREAS, Monroe County Property & Maintenance received, pursuant to §75.69(1) Wis. Stats., an
5 offer to purchase from the City of Tomah in the amount of \$1.00 and recommends its acceptance.
6

7 NOW THEREFORE BE IT RESOLVED, By the Monroe County Board of Supervisors that they do
8 hereby set the value at \$1.00 for the property and authorize the sale of the below described property to the City of
9 Tomah 819 Superior Ave., Tomah, WI 54660 for the amount of \$1.00; and
10

11 BE IT FURTHER RESOLVED that the Monroe County Clerk is hereby authorized to execute a Quit
12 Claim Deed transferring this property to the City of Tomah and/or assigns for the above-noted sale price, said
13 property being described as:
14

15 Outlot 230 of the Assessor's Plat of the City of Tomah, Monroe County, Wisconsin.
16 Property recorded Volume 98 Records, Page 239 as Document No. 395314.
17

18 Dated this 22nd day of May, 2019.
19


20 OFFERED BY THE PROPERTY & MAINTENANCE COMMITTEE:
21

22 Fiscal note: The sale of this property will return \$1.00 to Monroe County.
23

24 Statement of purpose: The purpose of this resolution is to authorize the sale of this property by tax lien
25 foreclosure to the above-noted buyer.

Finance Vote (If required): ____ Yes ____ No ____ Absent

Committee of Jurisdiction Forwarded on: <u>April 10</u> , 20 <u>19</u> <u>5</u> Yes <u>0</u> No <u>0</u> Absent
--

Approved as to form on <u>5-13-19</u>  Andrew C. Kaftan, Corporation Counsel

Committee Chair: _____ _____ _____
--

<input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED <input type="checkbox"/> OTHER _____ County Board Vote on: _____ 20____ ____ Yes ____ No ____ Absent

STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____ _____ SHELLEY R. BOHL, MONROE COUNTY CLERK <i>A raised seal certifies an official document.</i>

44 **BE IT FURTHER RESOLVED** that the purpose statement and fiscal note are made a directive of
45 the County Board.

46
47 Dated this 22nd day of May, 2019.

48
49 Offered by the Administration & Personnel Committee

50
51 **Purpose:** To establish the 2020 budget for merit-based pay adjustments and fund the Non-
52 Lapsing Retirement/Fringe Pool.

53
54 **Fiscal Note:** For 2020 the levied general pay increase based on employee performance shall not
55 exceed \$646,488.00. Budgeted proceeds not allocated as a merit increase shall be transferred
56 to the Non-Lapsing Retirement/Fringe Pool (Acct # 11435000.515200) to cover budget
57 variations that occur do to internal position postings, new position hires, retirements, etc. that
58 are unknown variables that impact budgeted salary/fringe benefits for the year.

<p>Finance Vote (If required): <u>4</u> Yes <u>1</u> No <u>0</u> Absent</p> <p>.....</p> <p>Approved as to form on <u>5-15-19</u> <u>[Signature]</u> Andrew C. Kaftan, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: <u>May 14</u>, 20<u>19</u></p> <p>VOTE: <u>4</u> Yes <u>1</u> No <u>0</u> Absent</p> <p>Committee Chair: <u>[Signature]</u> <u>[Signature]</u> <u>[Signature]</u> <u>[Signature]</u> <u>[Signature]</u> - No</p>
<p><input type="checkbox"/> ADOPTED <input type="checkbox"/> FAILED <input type="checkbox"/> AMENDED</p> <p><input type="checkbox"/> OTHER _____</p> <p>County Board Vote on: _____ 20__</p> <p>_____ Yes _____ No _____ Absent</p>	<p>STATE OF WISCONSIN COUNTY OF MONROE I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # _____ acted on by the Monroe County Board of Supervisors at the meeting held on _____.</p> <p>_____ SHELLEY R. BOHL, MONROE COUNTY CLERK A raised seal certifies an official document.</p>

1 **RESOLUTION AUTHORIZING ESTABLISHMENT OF A PARALEGAL POSITION WITHIN**
2 **THE MONROE COUNTY DISTRICT ATTORNEY'S OFFICE**
3

4 **WHEREAS,** Monroe County Public Safety & Justice Committee and the
5 Administrator & Personnel Committee request the establishment of a Paralegal position in the
6 District Attorney's Office at pay grade 12 effective January 1, 2020; and
7

8 **WHEREAS,** due to the continued rise in caseload and lack of additional prosecutors
9 the District Attorney's office is in need of a position that can take duties from the prosecutors
10 as well as current staff to ensure that the office doesn't violate statutory deadlines and to
11 ensure the backlog of cases is kept at an acceptable level.
12

13 **WHEREAS,** Monroe County has three Judges and only three prosecutors, compared
14 to most counties in the state of Wisconsin that have 25% more prosecutors than judges due
15 to the amount of prep work necessary to prepare most cases for Court.
16

17 **WHEREAS,** this position would conduct legal research, compile and gather
18 information/documentation for motion hearings and jury trials beyond the duties and abilities
19 of the current office staff.
20

21 **NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors
22 that they authorize the establishment of a Paralegal position in the District Attorney's Office
23 effective January 1, 2020.
24

25 Dated this 22nd day of May 2019.

26 Offered by the Administration & Personnel Committee

27 Purpose: Approve a new Paralegal position for 2020.

28 Fiscal Note: Position will be paid through County levy and budgeted for 2020 at a cost of
29 \$71,682 in 2021 and \$71,682 annually thereafter.
30
31
32

Reviewed as to form on 5-15-19
Andy Kaftan
Andy Kaftan, Corporation Counsel

Finance Vote (If required):
3 Yes 1 No 1 Absent

Committee of Jurisdiction Forwarded on: May 14 2019
5 Yes 0 No 0 Absent
Committee Chair: Pete Peterson
Mark Helgeson Sharon Tolson
_____ Mary Von Bueden

ADOPTED FAILED AMENDED
 OTHER _____
County Board Vote on: _____ 20 ____
____ Yes ____ No ____ Absent

STATE OF WISCONSIN
COUNTY OF MONROE
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing
is a true and correct copy of Resolution # _____ acted on by the County
Board of Supervisors at the meeting held on _____

SHELLEY R. BOHL, MONROE COUNTY CLERK
(A raised seal certifies an official document)

NEW POSITION ANALYSIS

- New position
 Increased part-time
 Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: District Attorney's Office Date: May 1, 2019

Department Head: Kevin D. Croninger

- B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

Due to the continued rise in caseload and the lack of additional prosecutors we need to have a position that can take duties from the prosecutors as well as current staff so that our office can continue to protect the citizens from criminal behavior. The workload is such that our office is at significant risk of violating statutory deadlines much less keep the backlog of cases at an acceptable level. Monroe County has three Judges and only three prosecutors, this is extremely rare in counties across Wisconsin. In most places there are at least 25 percent more prosecutors than Judges. This is because the amount of prep work necessary to prepare most cases for Court. Without adequate prep time cases cannot be handled appropriately. Adding this position will lessen some of the prep time burden on attorneys and place that burden on the paralegal.

Suggested Title: Paralegal Full Time Part Time /hrs

Personnel Director's Recommended Classification: Grade 12

Projected Start Date: January 1, 2020

- C. General Description of the Position:

This position will conduct legal research, compile and gather information/documentation for motion hearings and jury trials, compile offender's criminal history, provide AV support in court. The position will provide general assistance to the prosecutors in the office in completing all legal duties.

- D. Typical Examples of Work to be Performed (in detail):

- Compile offender's criminal history
Repeater status, misd vs felony charges, charge or no charge determination, validate number of same offense (OWI)
- Legal research to assist prosecutors with motion and jury trial arguments
- Research case law and draft motions
- Obtain information/documentation in support of prosecutors motion or to rebut defense motions

5. Provide AV support during jury trials and all other hearings as needed
6. Prepare and assist prosecutors with jury trial exhibits and AV
7. Compile charges and complaint language for low level offenses
8. Assists with any departmental work as workload demands

E. Minimum Qualifications of a Candidate:

Education: Paralegal Degree

Experience: 2 years of legal research or in a closely related career

F: Funding:

Remainder of this fiscal year, if applicable:

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
12	\$23.33	\$48,714	\$3,191	\$3,021	\$15,261 Family	\$740 Family	\$18	\$30

Medicare \$707

Annual cost thereafter:

12	\$23.33 + increases	\$48,714	\$3,191	\$3,021	\$15,261 Family	\$740 Family	\$18	\$30
----	---------------------------	----------	---------	---------	--------------------	-----------------	------	------

Medicare \$707

1. Where will the funds for this position come from: Levy Funds
2. What equipment will need to be purchased (desk, etc.)? None. State will provide computer and we have desk, chair, et...

Is office space presently available? Yes Where? w/in current office space

Estimated capital cost: None

Is this capital cost in the department budget? N/A

3. Grand total cost, all items, this fiscal year: \$0.00
4. Thereafter, annual cost of salary and fringes: \$71,682

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: None
2. Employees directly supervised: None Indirectly: None

List title of employees reporting to this position: N/A

H. Who will this person be responsible to? Adm Asst / Off Mngr

SUPERVISING COMMITTEE Action: approved

Approval date: _____ by a vote of _____

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of: _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

Copies to be made by Department Head: 1 for Department, Original and 5 copies to Personnel Director

1 **RESOLUTION AUTHORIZING ESTABLISHMENT OF A LEGAL SECRETARY POSITION**
2 **WITHIN THE MONROE COUNTY DISTRICT ATTORNEY'S OFFICE**
3

4 **WHEREAS,** Monroe County Public Safety & Justice Committee and the
5 Administrator & Personnel Committee request the establishment of a Legal Secretary
6 position in the District Attorney's Office at pay grade 13 effective July 1, 2020 contingent on
7 the state of Wisconsin appointing another Assistant District Attorney to Monroe County; and
8

9 **WHEREAS,** due to the continued rise in caseload with the appointment of an
10 additional prosecutor the District Attorney's office is in need of a position that can offset the
11 increase in workload to ensure that the office doesn't violate statutory deadlines and to
12 ensure the backlog of cases is kept at an acceptable level; and
13

14 **WHEREAS,** this position would perform caseload management duties for their
15 assigned prosecutor, to include, preparing and filing documents with the court, scheduling
16 hearings, preparing discovery for defense and other duties necessary; and
17

18 **NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors
19 that they authorize the establishment of a Legal Secretary position in the District Attorney's
20 Office effective July 1, 2020 contingent on the state of Wisconsin appointing an additional
21 Assistant District Attorney.
22

23 Dated this 22nd day of May 2019.

24 Offered by the Administration & Personnel Committee

25 Purpose: Approve a new Legal Secretary position for July 1, 2020 contingent on the state
26 appointing an additional Assistant District Attorney for Monroe County.
27

28 Fiscal Note: Position will be paid through County levy and budgeted for 2020 at a cost of
29 \$34,195 in 2021 and \$67,792 annually thereafter.
30
31

Reviewed as to form on 5-15-19
Andy Kaftan
Andy Kaftan, Corporation Counsel

Finance Vote (If required):
4 Yes 0 No 1 Absent

Committee of Jurisdiction Forwarded on: May 14 20 19
5 Yes 0 No 0 Absent

Committee Chair: Pete Peterson

Max B... Sharon Foley
Mary Van R...

ADOPTED FAILED AMENDED
 OTHER _____
County Board Vote on: _____ 20____
_____ Yes _____ No _____ Absent

STATE OF WISCONSIN
COUNTY OF MONROE
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing
is a true and correct copy of Resolution # _____ acted on by the County
Board of Supervisors at the meeting held on _____

SHELLEY R. BOHL, MONROE COUNTY CLERK
(A raised seal certifies an official document)

NEW POSITION ANALYSIS

- New position
 Increased part-time
 Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: District Attorney's Office Date: May 1, 2019

Department Head: Kevin D. Croninger

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

Due to the continued rise in caseload and the high potential of Monroe County receiving an additional prosecutor effective July 1, 2020, a legal secretary position is necessary to manage and assist with the caseload of this new prosecutor so that our office can continue to protect the citizens from criminal behavior.

Suggested Title: Legal Secretary Full Time Part Time /hrs

Personnel Director's Recommended Classification: Grade 13

Projected Start Date: July 1, 2020

C. General Description of the Position:

Maintain and coordinates criminal and juvenile/traffic caseload for their assigned prosecutor.

D. Typical Examples of Work to be Performed (in detail):

1. See attached current Legal Secretary job description

E. Minimum Qualifications of a Candidate:

Education: legal secretarial or equivalent technical school training

Experience: 2 years legal secretary or closely related career

F: Funding:

Remainder of this fiscal year, if applicable:

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
13	\$21.70	\$22,916	\$1,501	\$1,421	\$7,631 Family	\$370 Family	\$9	\$14

Medicare \$333

Annual cost thereafter:

13	\$21.70 + increases	\$45,310	\$2,968	\$2,810	\$15,261	\$740	\$18	\$28
----	---------------------------	----------	---------	---------	----------	-------	------	------

Medicare \$657

- Where will the funds for this position come from: Levy Funds
- What equipment will need to be purchased (desk, etc.)? None. State will provide computer and we have desk, chair, et...

Is office space presently available? Yes Where? w/in current office space

Estimated capital cost: None

Is this capital cost in the department budget? N/A

- Grand total cost, all items, this fiscal year: \$0.00
- Thereafter, annual cost of salary and fringes: \$34,195 in 2020; 67,792 in 2021

G. Supervisory responsibility (if applicable):

- In brief detail, explain the supervisory authority this position will have: None
- Employees directly supervised: None Indirectly: None

List title of employees reporting to this position: N/A

H. Who will this person be responsible to? Adm Asst / Off Mngr

SUPERVISING COMMITTEE Action: approved

Approval date: _____ by a vote of _____

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of: _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

Copies to be made by Department Head: 1 for Department, Original and 5
copies to Personnel Director

Title: District Attorney Legal Secretary
Department: District Attorney (work site: Courthouse, 2nd floor)
Title of Immediate Supervisor: Administrative Assistant/Office Manager

Basic Functions and Responsibilities

Under general supervision of the Administrative Assistant/Office Manager the Legal Secretary maintains and coordinates criminal and juvenile/traffic case loads.

Essential Duties and Responsibilities

- Drafts and prepares legal documents to initiate and prosecute criminal and juvenile/traffic cases, including complaints, warrants, discovery, informations and other acts motions;
- Logs in worthless checks, determines prosecution criteria, organizes and coordinates handling;
- Drafts and files worthless check summons, complaints, and all other related paperwork;
- Responds to questions from businesses and/or defendants;
- Coordinates criminal and juvenile/traffic caseloads, including maintaining and monitoring case files, filing correspondence, documents, and incident reports;
- Composes and drafts correspondence relative to criminal and juvenile/traffic cases;
- Assists attorneys in investigation of cases, obtaining additional information, running record checks, checking into habitual criminal status;
- Schedules detention/traffic hearings, criminal hearings and appointments;
- Coordinates criminal and juvenile/traffic cases with Victim/Witness Program;
- Coordinates criminal and juvenile/traffic cases with Clerk of Court and Juvenile/Traffic Clerk including cancelling warrants;
- Initiates and receives calls and correspondence from attorneys, judges, clerks of court, citizens, other departments, etc., concerning case status, disposition, scheduling, etc.;
- Supervises CIB/NIC disposition form reporting;
- May compile yearly statistics on juvenile/traffic cases;
- Assists with any departmental work as workload demands.

Physical Demands: A large percentage of time is spent sitting, walking, stooping, reaching, talking, hearing, handling, fingering, lifting, carrying up to 10 pounds. Stands, crouches, is exposed to potential for physical attack intermittently.

Supervision Exercised

None. May provide functional supervision of the Receptionist and clerical on-call personnel.

Qualifications

1. One to two years legal secretarial technical school training beyond high school graduation.
2. Minimum of two years legal office experience, or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

Closing Statement

This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

Fair Labor Standards Act Category

Non-exempt.

employee

approved by supervisor: _____

date: _____

revised: 3/92,10/93,11/94,8/97,4/99,6/99,1/02,10/03,2/13
dals

**MONROE COUNTY
PERSONNEL COSTS
2020 BUDGET**

DEPARTMENT: District Attorney

*round off all totals to the nearest dollar

JOB TITLE	EMPLOYEE NAME	ANNUAL SALARY	OVERTIME	RETIREMENT	SOCIAL SECURITY	MEDICARE	HEALTH	DENTAL	LIFE	TOTAL FRINGE	WORKERS COMP.	TOTAL
Paralegal	New Position (1/1/2020)	\$ 48,714		\$ 3,191	\$ 3,021	\$ 707	\$ 15,261	\$ 740	\$ 18	\$ 22,938	\$ 30	\$ 71,682
Legal Secretary	New Position (7/1/2020)	\$ 22,916		\$ 1,501	\$ 1,421	\$ 333	\$ 7,631	\$ 370	\$ 9	\$ 11,265	\$ 14	\$ 34,195
Legal Secretary	New Position (1/1/2020)	\$ 45,310		\$ 2,968	\$ 2,810	\$ 657	\$ 15,261	\$ 740	\$ 18	\$ 22,454	\$ 28	\$ 67,792
Grand Total		\$ 116,940		\$ 7,660	\$ 7,252	\$ 1,697	\$ 38,153	\$ 1,850	\$ 45	\$ 56,657	\$ 72	\$ 173,669

Wisconsin Retirement

General Employee - 0.0655
Protective Employee - 0.1093

2019 Workers Compensation Rate

Street Const. 0.0225
Protective 0.0095
Municipal Oper. 0.0141
Office/Clerical 0.0006

2019 Health Insurance

87% CoShare
Single \$565.48
Family \$1,271.70

Social Security

0.062
Medicare 0.0145

2019 Dental Insurance

87% CoShare
Single \$19.82
Family \$61.63

Life Insurance \$1.50

***Insurance Rates for part-time employees are different - please call Personnel or Finance for rates**

RESOLUTION NO. 05-19-06

RESOLUTION AUTHORIZING ADRC DISABILITY BENEFIT SPECIALIST POSITION INCREASE TO FULL TIME

1 **WHEREAS**, ADRC currently has a half-time Disability Benefit Specialist and the Human
2 Service Board recommends increase of the position to a full-time position; and
3

4 **WHEREAS**, the Disability Benefit Specialist has enough clients to work full-time but due to
5 being only half-time has created a waiting list; and
6

7 **WHEREAS**, the Disability benefit Specialist has specialized knowledge in the areas of SSI,
8 SSDI, Medicare and other insurance and benefits for consumers are delayed due to the half time hours.
9

10 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that
11 they do hereby authorize the increase from part-time to full time hours for the ADRC Disability Benefits
12 Specialist position effective January 1, 2020.
13

14 Dated this 22nd day of May, 2019.

15 Offered by the Administration & Personnel Committee

16 Purpose: To change the ADRC Disability Benefits Specialist position from part-time to full-time
17 effective January 1, 2020.

18 Fiscal note: The full time position will require a total budget of \$61,859.00 in 2020. This expenditure
19 will be offset by revenues through ADRC allocation and claimed through billable hours. No County
20 Levy to be allocated.
21
22
23

Finance Vote (If required):
4 Yes 0 No 1 Absent

Committee of Jurisdiction Forwarded on: May 14, 2019
5 Yes 0 No 0 Absent

Approved as to form on 5-15-19
[Signature]
Andrew C. Kaftan, Corporation Counsel

Committee Chair: [Signature]
[Signature] [Signature]
[Signature] [Signature]

ADOPTED FAILED AMENDED
 OTHER _____
County Board Vote on: _____ 20__
_____ Yes _____ No _____ Absent

STATE OF WISCONSIN
COUNTY OF MONROE
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is
a true and correct copy of Resolution # _____ acted on by the Monroe
County Board of Supervisors at the meeting held on _____

SHELLEY R. BOHL, MONROE COUNTY CLERK
A raised seal certifies an official document.

NEW POSITION ANALYSIS

 New position
 X Increased part-time
 Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Human Services - ADRC Date: 5/22/2019

Department Head: Ron Hamilton

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

The ADRC and the Senior Services became integrated as of 7/1/2017 under the title of ADRC of Monroe County as a unit within MCDHS. With this integration a .5 FTE Disability Benefit Specialist position was created as a requirement of the state ADRC contract. This position has been very successful in meeting the needs of our consumers, so much so that there is a need to increase the position from .5 to fulltime. Our current DBS is carrying a fulltime caseload as determined by Disability Rights Wisconsin, who provides oversight to the DBS program. Fulltime DBS staff across the state have an active caseload range from 20-45. Our current .5 DBS in 2018 had a caseload of 72 total cases with 32 active cases. Given the 20/hr. week time constraint, there are consumers that are put on a wait list, given a packet of written materials or are referred to other resources. Approximately 10-12 consumers per month are unable to receive services due to limited time and capacity of our DBS. She deals with very complicated cases involving SSI/SSDI, Medicare and insurance. In order to better meet consumer needs, reduce wait times and enhance services a fulltime position is deemed necessary. This will also assist in the recruitment, retention and stability for the DBS position in the future. The 2020 costs are estimated to be \$61,859. This expenditure will be offset by revenues through our state ADRC allocation and claimed through billable hours. This position increase will not impact current County tax levy.

Suggested Title: Disability Benefit Specialist Full Time X Part Time
 /hrs

Personnel Director's Recommended Classification: Grade 12

Projected Start Date: 1/1/2020

C. General Description of the Position: See Position Description

D. Typical Examples of Work to be Performed (in detail):

1. See Position description

E. Minimum Qualifications of a Candidate:

Education: 4 year degree in Humans Services related area

Experience: Prior work experience with individuals with disabilities.

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
12	\$19.00	\$39,672	\$2579	\$3035	\$15,260	\$740	\$18	\$555

1. Where will the funds for this position come from: State ADRC Allocation. Allocation funding accessed through billable time

2. What equipment will need to be purchased (desk, etc.)?
No equipment/desk needed as it already exists

Is office space presently available? Yes Where? ADRC

Estimated equipment cost:

N/A

Is this cost in the department budget? All Revenues and Expenditures related to this increased position will be in the 2020 budget.

3. Grand total cost, all items, **2020** fiscal year: \$61859

4. Thereafter, annual cost of salary and fringes: \$61859

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: N/A

2. Employees directly supervised: N/A Indirectly: _____

List title of employees reporting to this position:

N/A

H. Who will this person be responsible to? ADRC Manager - Pam Weber

COUNTY ADMINISTRATOR Action:

Approval date: _____

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

Job Title:	Disability Benefit Specialist	Department:	Aging and Disability Resource Center (ADRC)
Location:	315 W. Oak St. Suite A, Community Services Center, Sparta	FLSA Category:	Non-exempt
Immediate Supervisor:	ADRC Coordinator	Salary Grade:	
Supervision Exercised:		Position Type:	Full-time:

Basic Functions and Responsibilities

Under general supervision of the ADRC Coordinator, the Disability Benefit Specialist will work with the target populations, ages 18 to 59, to access public and private benefits at Aging and Disability Resource Centers.

Job Description

ROLE AND RESPONSIBILITIES

- Provide accurate information on public and private benefits and programs
- Provide assistance in accessing public and private benefits and programs
- Provide advocacy to consumers in administrative hearings and grievance procedures, including representation where appropriate
- Assist consumers in gathering documentation and evidence for applications and appeals, such as medical and employment records
- Provide information and assistance with grievance and appeal rights and processes
- Adhere to confidentiality standards
- Read, interpret, and apply regulations governing eligibility for benefits and work with the DBS program attorneys for clarification
- Consult regularly with program attorney regarding individual cases and general caseload
- Make referrals to other agencies and services, when appropriate
- Complete and submit all required paperwork (e.g., 100 percent time reporting spreadsheets, DBS database reports) in a timely manner

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree in Human Services related area, and experience working directly with the public in an agency that handles similar duties preferred.
- Must have valid Wisconsin driver's license and reliable vehicle and ability to travel to consumers' homes when necessary.

PHYSICAL DEMANDS

A large percentage of time is spent sitting, talking, hearing, handling, keyboarding, using near vision, judgment. Walks, stands, stoops, climbs, reaches, uses far vision, lifts, carries up to 40 pounds, is exposed to adverse weather and atmospheric conditions, travels to and moves about homes and sites intermittently.

ADDITIONAL NOTES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

RESOLUTION NO. 05-19-07

RESOLUTION AUTHORIZING ADRC NUTRITION PROGRAM COORDINATOR POSITION INCREASE TO FULL TIME

1 **WHEREAS**, ADRC currently has a three quarter-time Nutrition Program Coordinator and the
2 Human Service Board recommends increase of the position to a full-time position as of May 1, 2020;
3 and
4

5 **WHEREAS**, the current Nutrition Program Coordinator has indicated a plan of retirement as of
6 May 1, 2020; and
7

8 **WHEREAS**, the change in staff for the Nutrition Program Coordinator position will be an
9 optimal time to focus the duties of the coordinator to timely annual visits with home delivery
10 participants, and to add Serv Safe training for meal site managers, further oversight of food service
11 providers, meal site locations and home delivered meals as well as promote the services offered at
12 dining sites to ensure those in need will take advantage of the services.
13

14 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that
15 they do hereby authorize increasing the Nutrition Program Coordinator to full time hours effective May
16 1, 2020.
17

18 Dated this 22nd day of May, 2019.
19

20 Offered by the Administration & Personnel Committee
21

22 Purpose: To change the ADRC Nutrition Program Coordinator position to full-time hours as of May 1,
23 2020.
24

25 Fiscal note: The full time position will require a total budget of \$51,991.00, an increase of \$16,475 in
26 2020. The total annual cost will be \$55,366.00, an increase of \$19,850 plus annual increases for years
27 thereafter.

Finance Vote (If required):
3 Yes 1 No 1 Absent

Committee of Jurisdiction Forwarded on May 14, 2019
5 Yes 0 No 0 Absent

Approved as to form on 5-15-19
Andrew C. Kaftan
Andrew C. Kaftan, Corporation Counsel

Committee Chair: Pete Peterson
Mark Helton Shawn Falcey
John Mary Von Rueden

ADOPTED FAILED AMENDED
 OTHER _____
County Board Vote on: _____ 20__
_____ Yes _____ No _____ Absent

STATE OF WISCONSIN
COUNTY OF MONROE
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is
a true and correct copy of Resolution # _____ acted on by the Monroe
County Board of Supervisors at the meeting held on _____

SHELLEY R. BOHL, MONROE COUNTY CLERK
A raised seal certifies an official document.

NEW POSITION ANALYSIS

 New position
 X Increased part-time
 Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Human Services - ADRC Date: 05/22/2019

Department Head: Ron Hamilton

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

We are proposing the ADRC Nutrition Program Coordinator position be increased from .75 to fulltime to be effective 5/1/2020. The current Nutrition Program Coordinator will be retiring in May of 2020 and therefore we are proposing the implementation of fulltime status at that time. The additional 10 hours will allow us better meet our requirements of timely annual visits with home delivered participants. This position will take on additional duties such as provide more ongoing Serv Safe training to meal site managers. Additionally they will, oversee any issues with food service provider, meal site locations or home delivered meals and will keep the ADRC Manager informed of any such issues. This position will work with meal site managers to promote the dining sites and coordinate activities to increase and maintain adequate attendance. They will also attend regional trainings and facilitate the quarterly Nutrition Committee meeting and the bi-annual meal site manager meetings.

Fulltime status of this position will also assist in the recruitment, retention and stability for the Nutrition Coordinator position in the future.

The current annual cost is \$35,516 the proposed annual cost would be \$55,366. The benefits of health and dental insurance and WI retirement are the primary cost differentials. The prorated costs of 4 months part-time and 8 months fulltime would bring to 2020 cost at \$51,991

Suggested Title: Nutrition Program Coordinator Full Time X Part Time /hrs.

Personnel Director's Recommended Classification: Grade 16

Projected Start Date: 05/01/2020

C. General Description of the Position:
 See Position Description

D. Typical Examples of Work to be Performed (in detail):

1. See Position description

E. Minimum Qualifications of a Candidate:

Education: _____

Experience: _____

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
16	\$16.50	\$34,452	\$2239	\$2636	\$15,260	\$740	\$18	\$21

1. Where will the funds for this position come from: Funding will be a combination of GWAAR allocation and County Levy.

2. What equipment will need to be purchased (desk, etc.)? _____

No equipment/desk needed as it already exists

Is office space presently available? X Where? ADRC

Estimated equipment cost: No equipment/desk needed as it already exists

Is this cost in the department budget? All Revenues and Expenditures related to this increased position will be in the 2020 budget.

3. Grand total cost, all items, **2020** fiscal year: \$51,991

4. Thereafter, annual cost of salary and fringes: \$55,366

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: N/A

2. Employees directly supervised: N/A Indirectly: _____

List title of employees reporting to this position:

N/A

H. Who will this person be responsible to? ADRC Manager-Pam Weber

COUNTY ADMINISTRATOR Action:

Approval date: _____

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

Job Title:	ADRC Nutrition Program Coordinator	Department:	ADRC
Location:	315 W. Oak St. Suite A, Community Services Center, Sparta	FLSA Category:	Non-exempt
Immediate Supervisor:	ADRC Manager	Salary Grade:	16
Supervision Exercised:	Functional supervision of staff and volunteer personnel responsible for home-delivered meals.	Position Type:	Full-time

Basic Functions and Responsibilities

Under supervision of the ADRC Manager, the Nutrition Program Coordinator oversees the home delivered and congregate meal site programs and monitors the service system. Also responsible for data collection and entry for billing and reporting purposes.

Job Description

ROLE AND RESPONSIBILITIES

- Screens referrals and conducts in-home assessments to determine eligibility for meal services
- Discerns clients' needs for other services and refers individuals to appropriate service providers
- Monitors nutrition data and enters the information into the state data collection system
- Contacts medical personnel for special diet prescriptions, sharing the prescription with the kitchen, and updating prescription yearly
- Notifies emergency contacts when concerns over participants arise (as needed)
- Manages the ADRC website and social media pages.
- Maintains client files
- Contacts participants when necessary to encourage the giving of donation for meals being received
- Substitutes at nutrition sites and delivers home-delivered meals when necessary
- Enters personal and meal data into nutrition software program
- Reconciles number of meals served with nutrition site records
- Provides program outreach through educational materials
- In consultation with the ADRC Manager, notifies news and radio stations, kitchen and meal transport staff of meal site closures due to inclement weather
- Backs up other office personnel as needed
- Assists in promotion and support of nutrition sites
- Attends all mandatory state trainings
- Oversees meal site manager's mandated trainings. Provides appropriate trainings as able.
- Inputs data in state data collection system for caregiver assistance programs, service authorizations, and ADRC customer events and programs.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Graduation from high school and minimum of two years' experience working directly with elderly or with a public agency that handles duties similar to those required of this position or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired. Strong computer skills necessary.

PHYSICAL DEMANDS

A large percentage of time is spent sitting, talking, hearing, keyboarding, using near and far vision. Walks, stands, stoops, climbs, reaches, handles, lifts, carries up to 40 pounds, pushes/pulls up to 80 pounds, is exposed to extreme weather, travels to and moves about homes and sites intermittently.

ADDITIONAL NOTES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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RESOLUTION AUTHORIZING ESTABLISHMENT OF A FULL-TIME COMMUNITY HEALTH EDUCATOR POSITION IN THE MONROE COUNTY HEALTH DEPARTMENT

WHEREAS, the Monroe Health and Human Services Board and Administration & Personnel Committee request the establishment of a full-time Community Health Educator position in the Health Department; and

WHEREAS, the Health Department Director has assessed the needs of the department and determined that a Community Health Educator position would be advantageous to meeting the department's strategic plan; and

WHEREAS, a Community Health Educator would bring a level of expertise in working with health systems, population-based programs, community needs assessments, providing community-based health education, and evaluating the effectiveness of Public Health programs; and

WHEREAS, a Community Health Educator would bring additional grant-writing skills to Monroe County, further supporting the health of Monroe County residents in a cost-effective manner, of which additional \$38,500 in grant funds in the last sixteen months supporting a dementia friendly community; and

WHEREAS, Public health is rapidly evolving as are the roles and responsibilities of public health workers to address health issues on the population level; and

WHEREAS, Public health threats are constantly changing due to globalization. There is an increased need to address disease outbreaks related to tropical diseases, as well as safety threats.


NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they authorize the establishment of a full-time Community Health Educator position in the Health Department effective January 1, 2020.

Dated this 22nd day of May.

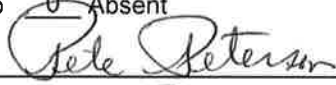
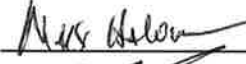
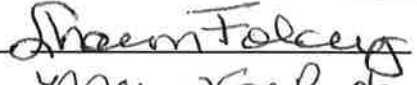

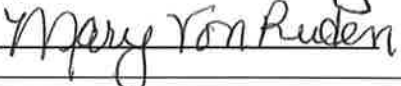
Offered by the Administration & Personnel Committee

Purpose: Approve a new Community Health Educator position for 2020.

Fiscal Note: Position will be paid for by county levy funds for 2020 at a cost of \$65,367.00 annually thereafter. It is the intent of said position to seek grant funds to offset the cost of this position.

Reviewed as to form on 5-15-19

Andy Kaftan, Corporation Counsel

Committee of Jurisdiction Forwarded on: May 14 2019
5 Yes 0 No 0 Absent

Committee Chair: 
 
 

Finance Vote (If required):
5 Yes 0 No 0 Absent

ADOPTED FAILED AMENDED
 OTHER _____
County Board Vote on: _____ 20____
_____ Yes _____ No _____ Absent

STATE OF WISCONSIN
COUNTY OF MONROE
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing
is a true and correct copy of Resolution # _____ acted on by the County
Board of Supervisors at the meeting held on _____

SHELLEY R. BOHL, MONROE COUNTY CLERK
(A raised seal certifies an official document)

NEW POSITION ANALYSIS

- New position
 Increased part-time
 Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Health Department Date: May 7, 2019

Department Head: Sharon Nelson

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

Public health is rapidly changing as are the roles and responsibilities of public health workers. As time has gone by, we have seen a population growth and with that comes an increase in communicable disease and other public health threats and concerns. The health issues faced by county residents are increasingly more complex and costly. At one time, communicable diseases were the major health threat, now health issues such as cancer, heart disease and diabetes are the top premature killers of county residents. While there is no simple solution to the three major health threats-no pill or vaccine can prevent cancer, heart disease or diabetes-strategies to address risk factors and lifestyle changes are paramount to decreasing premature death. Communicable diseases, once rather limited, have now expanded to include once unheard of diseases such as Cytosporiasis and Chikungunya; vector borne disease such as babesiosis, anaplasmosis, and Zika; monkey pox,; and latent tuberculosis infection. Foodborne and waterborne outbreaks are on the rise. In addition, we have seen an increase in opiate issues within the county and the need for prevention efforts with collaboration efforts with community partners. Health educators have the skill sets to work to improve health at the individual, community and systems levels. They effectively educate the public as well as assess, plan, implement, evaluate, and write grants (of which the last 16 months \$38,500.00 grant funding success) to fund public health interventions which is critical to public health programming and aligns with the 10 Essential Public Health Services as defined by the Centers for Disease Control. Lastly, planning and policy are also highlights of the CHE skillset which is the direction public health is moving towards.

At this time the health department does not have adequate staffing levels to meet the needs of Monroe County residents. According to **Wisconsin Department of Health Services, Office of Policy and Practice Alignment, 2015**, the state average of public health county levy per capita was \$26.61 whereas \$19.66 was Monroe County's cost per capita. According to the same report, the average state public health staff rate per 10,000 population was 3.9 and Monroe County's public health rate was 2.9. The 2008 annual report presented at the March 9, 2009 Board of Health committee meeting reports staff positions of 19 individuals (FTE 15.9), at the end of 2008 staff positions were reduced accordingly due to phasing out the Home Health skilled nursing program. Four full/part time public health nurses, two full/part time certified nursing assistants and one office support position were eliminated or reduced accordingly at that time. Currently, there are 11 employees in the health department or 9.9 FTE, consisting of: 5 Public Health Nurses, 1 Community Health Educator, 1 Registered Dietician, 1 Nutritionist, and 3 Office Support staff. The last request for

an additional health department staff member was over 25 years ago, January 1, 1992.

The health department's mission is to protect, promote and improve the health of county residents. By investing in this position we would continue to move forward the mission of the health department, a healthy county where people live, work and play.

Suggested Title: Community Health Educator (CHE) Full Time X

Personnel Director's Recommended Classification: Grade 12

Projected Start Date: January 1, 2020

General Description of the Position: Under the general direction the Director/Health Officer, the community health educator is responsible for gathering input and collaborating with community partners to inform the development and implementation of community-based public health policies and programs. Emphasis is on community mobilization, program planning and development, communication, cultural competency and policy development. Grant writing and interactions with socio-economic and culturally diverse populations and community organizational partners is a key component of work activities.

C. Typical Examples of Work to be Performed (in detail):

1. Provide assessment and surveillance of public health to identify community needs to support activities focused at the individual, community and systems levels
2. Develop and maintain coalitions, task forces and or collaborations with local health care providers and other sector agencies in similar programs and services
3. Prepare and conduct population-based educational programs
4. Facilitate workgroups to determine program goals, objectives, and outcomes.
5. Market, develop, deliver and evaluate various programs and services
6. Program specific data collection, analysis and reporting to assure that program goals are met or to identify gaps that need to be addressed
7. Represent the Health Department on applicable coalitions and committees
8. Participate in Health Department response during public health emergency
9. Actively participate in quality improvement (QI)/performance management projects and may provide education to staff on QI processes and project results
10. Conduct communicable disease investigation, surveillance and reporting.

E. Minimum Qualifications of a Candidate:

Education: Graduation from an accredited college or university with a Bachelor's Degree in Community Health Education, Public Health or similar area preferred. Certification as Health Education Specialist preferred.

Experience: Experience working as a Community Health Educator in health promotion or similar are preferred

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
12	\$20.83	\$43,326	\$2838	\$2708	\$15,122	\$749	\$21	\$603

1. Where will the funds for this position come from: 2020 County Budget

2. What equipment will need to be purchased (desk, etc.)? No need for office space/desk as we have available

Is office space presently available? Yes Where? Health Department

Estimated equipment cost: NA

Is this cost in the department budget? 2020 County Budget

3. Grand total cost, all items, this fiscal year: \$65,367.00

4. Thereafter, annual cost of salary and fringes: \$65,367.00

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: None

2. Employees directly supervised: None Indirectly: None

List title of employees reporting to this position:

H. Who will this person be responsible to? Director/Health Officer

COUNTY ADMINISTRATOR Action:

Approval date: _____

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

Job Title:	Community Health Educator	Department:	Health Department
Location:	315 West Oak Street, Suite B, Sparta, WI	FLSA Category:	Exempt- Professional
Immediate Supervisor:	Health Department Director/Health Officer	Salary Grade:	12
Supervision Exercised:	None	Position Type:	Full-time

Basic Functions and Responsibilities

Under direction of the Director, The Community Health Educator (CHE) is responsible for gathering input and collaborating with community partners to inform the development and implementation of community-based public health policies and programs. Emphasis is on community mobilization, program planning and development, communication, cultural competency and policy development. Interaction with socio-economic and culturally diverse populations and community organizational partners is a key component of work activities. Work is performed independently and as part of an interdisciplinary team.

Job Description

ROLE AND RESPONSIBILITIES

- Provide assessment and surveillance of public health to identify community needs to support activities focused at the individual, community and systems levels
- Develop and maintain coalitions, task forces and/or collaborations with local health care providers and other sector agencies and/or individuals involved in similar programs and services
- Prepare and conduct population-based educational programs
- Assure the availability and accessibility of the department programs
- Perform and/or assist a PHN or other staff in clinically-oriented duties
- Facilitate workgroups to determine program goals, objectives, and outcomes
- Record keeping for individually focused programs that assures proper documentation and tracking of information
- Develop and provide information, education and outreach such as newsletters or press releases on various public health and/or grant programs
- Market, develop, deliver and evaluate various programs and services
- Program specific data collection, analysis, and reporting to assure that program goals are met or to identify gaps that need to be addressed
- Involvement in monitoring budgets within each assigned program
- Actively participate in quality improvement/performance management projects and may provide education to staff on QI processes and project results
- Represent the Health Department on applicable coalitions and committees
- Assume responsibility for professional development by participating in continuing education program/training
- Participate in Health Department response during public health emergency
- Complete other duties that may be assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Graduation from an accredited college or university with a Bachelor's Degree in Community Health Education, Public Health, or other suitably related field.
- Experience working as a Community Health Educator in health promotion or similar area preferred.
- Certification as Health Education Specialist preferred.
- Valid driver's license and reliable transportation with sufficient liability insurance.

PHYSICAL DEMANDS

A large percentage of time is spent sitting, standing, feeling, talking, hearing, using near vision, judgment. Walks, stoops, climbs, reaches, handles, keyboarding, uses far vision, lifts, carries, pushes/pulls up to 80 pounds intermittently. A lesser amount of time is spent traveling to and moving about the WIC sites.

ADDITIONAL NOTES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee Signature: _____ **Date:** _____

RESOLUTION AUTHORIZING ESTABLISHMENT OF A FULL-TIME TELECOMMUNICATOR POSITION IN THE MONROE COUNTY 9-1-1 COMMUNICATIONS CENTER

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WHEREAS, Monroe County Administration & Personnel Committee request the establishment of a full-time Telecommunicator within the 9-1-1 Communications Center at pay grade 14 effective January 1, 2020 and;

WHEREAS, the Telecommunicator is responsible for answering emergency and non-emergency phone calls, dispatching police, fire and EMS personnel via the radio system, provide support services for police, fire and EMS agencies throughout the call and;

WHEREAS, the Telecommunicator uses the State TIME system to query, enter, and maintain records on people, vehicles, firearms and property, and the dispatcher uses the CAD (Computer Aided Dispatch) record system to document all activities.

WHEREAS, In 2005 a Telecommunicator position was eliminated. Since that time there have been open hours on the schedule that have been filled by overtime. Taking into account the current open shifts plus employees normal days off, vacation, holidays, sick leave and training time, dispatch needs more than the current staffing level of 13 (see new position analysis for details).


NOW, THEREFORE, BE IT RESOLVED by the Monroe County Board of Supervisors that they do hereby authorize the establishment of a full-time Telecommunicator position in the 9-1-1 Communications Center effective January 1, 2020.

Dated this 22th day of May 2020.

Offered by the Administration & Personnel Committee

Purpose: Approve a new full-time Telecommunicator position for 2020.

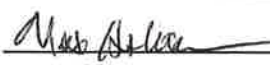



Fiscal Note: Position will be paid through county levy and budgeted for 2020 at a cost of \$57,610 in 2020, plus normal salary and fringe increases annually thereafter.

Reviewed as to form on 5.15.19

Andy Kaftan, Corporation Counsel

Committee of Jurisdiction Forwarded on: May 14 2019
4 Yes 1 No 0 Absent

Committee Chair: 

Finance Vote (If required):
4 Yes 0 No 1 Absent

ADOPTED FAILED AMENDED
 OTHER _____
County Board Vote on: _____ 20____
_____ Yes _____ No _____ Absent

STATE OF WISCONSIN
COUNTY OF MONROE
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing
is a true and correct copy of Resolution # _____ acted on by the County
Board of Supervisors at the meeting held on _____

SHELLEY R. BOHL, MONROE COUNTY CLERK
(A raised seal certifies an official document)

New position
 Increased part-time
 Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: 9-1-1 Communications Center Date: 05/22/2019

Department Head: Randy Williams

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

In 2005 a Telecommunicator position was eliminated. Since that time there have been open hours on the schedule that have been filled by overtime. Like the Sheriff's Department and the District Attorney's office, dispatch has been increasingly busier and more is expected of them with the advancement of technology. Minimum staffing is currently three, but many times four are/would be needed to keep up with call volumes.

For a 24-hour operation and minimal staffing:

24 hours per day

7 days per week

168 hours per week (24x7=168)

With 40 hours per FTE - that is 4.2 FTE's per shift (168/40=4.2)

4.2 FTE's will have 8.4 (or more) weeks of vacation to cover plus sick time so you will need more than 4.2 to cover one position/line

The dispatch center has been short staffed for two years requiring us to go to 12-hour shifts. A huge side effect of this is ordering employees in on their days off to cover open shifts. As a result of being short staffed, we are experiencing much turnover and struggling to retain good employees. This new position will put our staffing at a level where we will be better able reduce stress on the schedule and staff and make it easier to maintain minimal staffing and allow employees to enjoy their days off.

Suggested Title: Telecommunicator Full Time Part Time /hrs

Personnel Director's Recommended Classification: Grade 14

Projected Start Date: January 1, 2020

C. General Description of the Position: The Telecommunicator is responsible for answering emergency and non-emergency phone calls, dispatching police, fire and EMS personnel via the radio system, provide support services for police, fire and EMS agencies throughout the call. The Telecommunicator uses the State TIME system to query, enter, and maintain records on people, vehicles, firearms and property. The Telecommunicator also uses the CAD (Computer Aided Dispatch) record system to document all activities.

D. Typical Examples of Work to be Performed (in detail):

1. Answer emergency and non-emergency calls and dispatch appropriate public safety agency.
2. Ascertain nature of calls and assures accurate information to determine necessary action to be taken.
3. Provide information to callers and public safety responders; coordinate response efforts when multiple agencies are responding.
4. Use the paging system to dispatch fire and EMS personnel.
5. Input data into Computer-Aided Dispatch (CAD) system to create and maintain accurate records/logs. Forward CAD's and reports to the Administrator and internal/external agencies.
6. Perform searches of in-house as well as state files through Department of Transportation, Department of Correction, etc...for public safety personnel.
Read printed maps and computer mapping program to locate 911
7. Callers and provide coordinates and travel direction to responders.
8. Make numerous calls on behalf of agencies, including but not limited to Human Services, Probation Offices, Hospitals, jails, other agencies, car to car, homes, and businesses.
9. Monitor alarms for the Monroe County Justice Center and Administrative Center.
10. Use the MACH system to communicate with law enforcement personnel and monitor status of responding units to ensure responder safety.
11. Use the TIME system to search driving records, vehicle records, stolen property, firearms, enter warrants and restraining orders, administrative messaging to other agencies across the state of Wisconsin, throughout the United States and Canada.
12. Monitor weather for potential threats to the public; Assist in the determination of when to activate and conduct the activation of the storm sirens for the Cities of Sparta, Tomah, Cashton and Warrens.
13. Performs other related miscellaneous duties as assigned.

E. Minimum Qualifications of a Candidate:

Education: High School Diploma.

Experience: Public safety or customer service experience preferred but not necessary.

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
14	\$17.50	36,400	2,385	2,257	15,260	740	18	22

1. Where will the funds for this position come from: TAX Levy

2. What equipment will need to be purchased (desk, etc.)? NONE

Is office space presently available? YES Where? COMMUNICATONS CENTER

Estimated equipment cost: \$0

Is this cost in the department budget? NO

3. Grand total cost, all items, this fiscal year: \$57,610

4. Thereafter, annual cost of salary and fringes: \$57,610

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: NONE

2. Employees directly supervised: YES Indirectly: NO

List title of employees reporting to this position: NONE

H. Who will this person be responsible to? 9-1-1 CENTER ADMINISTRATOR

COUNTY ADMINISTRATOR Action:

Approval date: _____

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

Job Title:	Dispatcher	Department:	Communications Center
Location:	Courthouse Annex	FLSA Category:	Non-exempt
Immediate Supervisor:	Communications Center Director	Salary Grade:	Grade 14
Supervision Exercised:	None	Position Type:	Full-time

Basic Functions and Responsibilities

Under supervision of the Communications Center Director the Dispatcher monitors the radio, telephone and TIME System computer for incoming calls.

Job Description

ROLE AND RESPONSIBILITIES

- Monitors the radio, telephone and TIME System computer for incoming calls
- Answers and dispatches personnel on the radio for Police, Fire, Ambulance, First Responders
- Answers and makes telephone calls
- Sends messages on the TIME System terminal
- Records information, including accident reports, messages for investigators, notices, etc.
- Enters warrants and missing persons in the TIME System computer
- Performs monthly TIME Systems validation for state
- A MORE DETAILED LISTING OF SPECIFIC DUTIES IS AVAILABLE IN THE CENTRAL DISPATCH DEPARTMENT UPON REQUEST

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Prefer law enforcement experience and/or education beyond high school graduation.
- Computer literacy.

PHYSICAL DEMANDS

A large percentage of time is spent sitting, bending, reaching, talking, hearing, handling, fingering, using near vision, judgment. Walks, stands, climbs, runs, grapples, balances, uses far vision, lifts, carries up to 10 pounds, pushes/pulls up to 80 pounds, is exposed to adverse environmental and atmospheric conditions, potential for physical attack intermittently.

ADDITIONAL NOTES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee Signature: _____ **Date:** _____

Approved by Supervisor: _____ **Date:** _____

RESOLUTION NO. 05-19-10

RESOLUTION AUTHORIZING MODIFICATION OF RESOLUTION NO. 07-18-05

1 **WHEREAS**, on the 24th of July, 2018 the Monroe County Board passed Resolution 07-18-05
2 which authorized the establishment of two Patrol Deputy positions in the Monroe County Sheriff's
3 Office; one effective January 1, 2019 and one effective January 2020.
4

5 **WHEREAS**, so far in 2019, lengthy military deployment, FMLA and workman's compensation
6 of Monroe County Sheriff's Office Deputies have reduced and will continue to reduce the number of fit
7 and able personnel available to fill requisite staffing levels thereby creating an immediate need for fit
8 and able deputies; and
9

10 **WHEREAS**, starting the patrol deputy position as of June 1, 2019 rather than January 1, 2020
11 will ensure that there are adequate available personnel to fill patrol staffing levels for effective service
12 for the citizens of Monroe County and to ensure community safety.
13

14 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that
15 Resolution 07-18-05 is amended to change the start date from January 1, 2020 to June 1, 2019 for that
16 approved Patrol Deputy Position.
17

18 Dated this 22nd day of May, 2019.

19 Offered by the Administration & Personnel Committee

22 Purpose: To move up, by 7 months, the start date for a previously approved Patrol Deputy Position.

24 Fiscal note: The current appropriated budget for the Sheriff's Office will absorb the costs of the earlier
25 start date. \$165,150 will be budgeted for the position in 2020.

Finance Vote (If required):
 4 Yes 0 No 1 Absent

Committee of Jurisdiction Forwarded on: May 14 , 20 19
 5 Yes 0 No 0 Absent

Approved as to form on 5-15-19
 Andrew C. Kaftan
Andrew C. Kaftan, Corporation Counsel

Committee Chair: Rele Peterson
 Alex Adams Sharon Falcey
 Rele Peterson Mary VonRuden

ADOPTED FAILED AMENDED
 OTHER _____
County Board Vote on: _____ 20____
_____ Yes _____ No _____ Absent

STATE OF WISCONSIN
COUNTY OF MONROE
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is
a true and correct copy of Resolution # _____ acted on by the Monroe
County Board of Supervisors at the meeting held on _____

SHELLEY R. BOHL, MONROE COUNTY CLERK
A raised seal certifies an official document.

RESOLUTION THAT PASSED IN JULY OF 2018

RESOLUTION NO. 07-18-05

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF ONE PATROL DEPUTY POSITION IN THE MONROE COUNTY SHERIFF'S OFFICE IN 2019 AND A SECOND POSITION IN 2020 IF FUNDING IS AVAILABLE

1 **WHEREAS**, the Monroe County Public Safety & Justice Committee and the Administrative &
2 Personnel Committee request the establishment of one additional Patrol Division position in the Monroe
3 County Sheriff's Office effective January 1, 2019, if funds are available a second position effective
4 January 1, 2020; and
5

6 **WHEREAS**, studies have shown a steady increase over the past three years of calls requiring
7 office assistance and the removal of the Village of Warrens Police Department in 2017 has required
8 current staff to handle more calls over a larger area of the county; and
9

10 **WHEREAS**, the addition of one patrol deputy position in 2019 and a second to be added in 2020
11 will ensure that there are adequate patrol staffing levels to effectively serve the citizens of Monroe
12 County and to ensure their safety; and
13

14 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that
15 effective this date they do hereby authorize the establishment of one additional Patrol Deputy Position in
16 the Monroe County Sheriff's Office. Position effective January 1, 2019. If funds are available a second
17 position effective January 1, 2020.
18

19 Dated this 24th day of July, 2018
20

21 Offered by the Administration & Personnel Committee
22

23 Purpose: Approve one new Patrol Deputy Position. Effective January 1, 2019. If funds are available, a
24 second position effective January 1, 2020.
25

26 Fiscal Note: \$164,535 for the position effective January 1, 2019. \$164,535 to be budgeted for the
27 position effective January 1, 2020. The positions are contingent upon funding in 2019 and 2020.

Finance Vote (If required):

5 Yes 0 No 0 Absent

Committee of Jurisdiction Forwarded on: July 10, 2018

4 Yes 0 No 1 Absent

Approved as to form on 7-17-18

Andrew C. Kaftan
Andrew C. Kaftan, Corporation Counsel

Committee Chair: Mark Halverson

Mary VanRuden

ADOPTED FAILED AMENDED

OTHER _____

County Board Vote on: July 24 2018

13 Yes 0 No 3 Absent

STATE OF WISCONSIN
COUNTY OF MONROE

I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # 07-18-05 acted on by the Monroe County Board of Supervisors at the meeting held on July 24, 2018.

Shelley R. Bohl
SHELLEY R. BOHL, MONROE COUNTY CLERK

A raised seal certifies an official document.

RESOLUTION THAT PASSED IN JULY OF 2018

NEW POSITION ANALYSIS

XXX New position
 Increased part-time
 Additional existing position (attach job description, do not need to complete sections C, D, E, G & H)

A. Department: Monroe County Sheriff Office Date: May 1, 2018

Department Head: Sheriff Scott Perkins

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

I am requesting three new Patrol Deputy Positions. I compared the last three years for calls for service and the calls for service have been on a steady increase. Also the calls of service have been getting to be more 2 man calls which is really stretching the patrol. Sheriff Pedersen did start patrol sectors which has helped. That leaves one deputy on the east. One Deputy on the west. And a supervisor as a float. (A total of three deputies to work.) We do have 2 power shift cars. One is the K9 Deputy who works from 7P-3A and the other one splits between two dayshift paper service and two power shifts 7P-3A when the K9 deputy is off. The more serious calls have also been on an increase. Domestic Disturbances have slowly been on an incline. Each domestic disturbance takes at least two deputies. Our current staffing levels of three deputies working at one time leaves a shortage. Some calls of service needs to be put on hold until a deputy is free to handle the call. Traffic enforcement and OWI enforcement a lot of times needs to take the back seat to other calls for service due to staffing levels. If I would be afforded three new patrol deputies that would let me have more coverage to protect the citizens of Monroe County.

Suggested Title: Patrol Deputy Full Time XX Part Time /hrs

Personnel Director's Recommended Classification: Grade 11

Projected Start Date: January 2019

C. General Description of the Position:

1. Patrols County roads enforcing county, state, and federal laws. Operates radar/laser equipment and issue citations and warnings.
2. Investigates citizens' complaints including but not limited to, suspected criminal activity; stray animals, domestic disturbances and noise complaints.
3. Observes and checks business and other property for unlocked door or signs of criminal activity;
4. Gives speeches and public presentations on various topics;
5. Investigates crashes and crimes, prepares reports and paperwork;
6. Makes arrests and apprehends suspects;
7. Appears in court;
8. Serves papers and warrants;
9. Transports prisoners;
10. Directs and escorts traffic;
11. Operates fingerprint, radar, laser, intoxilyzer, and other special equipment;

- 12. Renders first-aid and other assistance;
- 13. Maintains and checks squads, radios, cameras, firearms, and uniforms;
- 14. Fills in to departmental personnel and assists with their duties;

D. Typical Examples of Work to be Performed (in detail):

- 1. Same as the general description listed above.
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

E. Minimum Qualifications of a Candidate:

Education:

1. Must be 18 years of age;
2. Must possess a general educational development diploma or be a high school graduate who has completed a secondary education program through a public or private school, an equivalency diploma program, or home education program within the United States or its territories.
3. Criteria for proof of compliance includes any of the following:
 - a. A general educational development diploma
 - b. A high school diploma issued by a public school education program
 - c. A high school diploma issued by a private school.
 - d. A high school equivalency diploma.
 - e. Copies of form PI-1206 filed with the Department of Public Instruction for applicants who have completed a home school program in Wisconsin, or documentation the education program has met the requirement of the Department of Education from the state where the home school program was completed. Home-Schooled students may also substitute an official college transcript showing completion of at least 60 associate degree level college credits or higher at a college or university accredited by an accrediting agency recognized by the United States Secretary of Education.
4. Valid Wisconsin driver's license;
5. Must not be convicted of any federal felony or any offense which if committed in Wisconsin could be punished as a felony unless the offense has been granted an absolute and unconditional pardon;
6. Must not have been convicted of any misdemeanor crime of domestic violence unless the offense has been granted an absolute and unconditional pardon.

Experience: _____

F: Funding:

Annual costs (with full family insurance coverage):

Grade	Hourly	Annual	Retire- ment	Social Security	Health Ins.	Dental Ins.	Life Ins.	Work Comp
11	\$25.60	53,453	5,843	3,315	14,534	740	18	79185

1. Where will the funds for this position come from: _____

County Tax Levy _____

2. What equipment will need to be purchased (desk, etc.)? _____

Squad, radar, radio equipment, ballistic vest, mobile data computer, docking station, other miscellaneous equipment

Is office space presently available? Yes Where? Sheriff Office

Estimated equipment cost: 256,050

Is this cost in the department budget? No

3. Grand total cost, all items, this fiscal year: 493,603

4. Thereafter, annual cost of salary and fringes: 237,553

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position will have: N/A

2. Employees directly supervised: Sergeant Indirectly: Lieutenant

List title of employees reporting to this position:
Deputy Sheriff _____

H. Who will this person be responsible to? Sheriff

COUNTY ADMINISTRATOR Action:

Approval date: _____

PERSONNEL & BARGAINING COMMITTEE Action:

Position approved _____ Position denied _____ by a vote of _____

Date: _____

FINANCE COMMITTEE Action:

Funds approved _____ Funds denied _____ by a vote of _____

Date: _____

COUNTY BOARD Action:

Approved _____ Denied _____

Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY PERSONNEL POLICY MANUAL

1 **WHEREAS**, Monroe County has adapted to the ever changing recruitment environment and
2 must have policy language do the same; and
3

4 **WHEREAS**, the Monroe County Administration and Personnel Committee recommends
5 approval of the Personnel Policy Manual changes as proposed on the attached document to reflect the
6 operations as currently evolved; and
7

8 **WHEREAS**, the changes in the language in sections 4.10 through 4.18 titled as
9 EMPLOYMENT PLAN, remove language that no longer applies to the county's current recruitment
10 practices; and
11

12 **WHEREAS**, in section 4.10 updates language, and section 4.11 updates time frames for job
13 postings; and
14

15 **WHEREAS**, in sections 4.12-4.18 adjust the language to create more efficiencies within the
16 recruitment process as well as updates to current practices of the Personnel Department; and
17

18 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that,
19 effective this date, they do hereby authorize the proposed Personnel Policy Manual changes as set out in the
20 attached document.
21

22 Dated this 22nd day of May 2019.
23

24 Offered by the Administration & Personnel Committee
25

26 Purpose: Changes the Personnel Policy Manual to have accurate language that reflects the recruitment
27 practice as it is needed in this current job market while remaining compliant within the organization.
28

29 Fiscal note: No direct impact to the budget.

Finance Vote (If required):
____ Yes ____ No ____ Absent

Committee of Jurisdiction Forwarded on: May 14, 2019
5 Yes 0 No 0 Absent

Approved as to form on 5-15-19
Andrew C. Kaftan
Andrew C. Kaftan, Corporation Counsel

Committee Chair: Bite Peterson
Mick Anders
Ann Foley Mary Van Ruden

ADOPTED FAILED AMENDED
 OTHER _____
County Board Vote on: _____ 20__
____ Yes ____ No ____ Absent

STATE OF WISCONSIN
COUNTY OF MONROE
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is
a true and correct copy of Resolution # _____ acted on by the Monroe
County Board of Supervisors at the meeting held on _____

SHELLEY R. BOHL, MONROE COUNTY CLERK
A raised seal certifies an official document.

EMPLOYMENT PLAN

4.10 POSITION VACANCIES.

- (1) All position vacancies must be approved prior to filling the position by the County Administrator. <5/10> Backfilling of positions must be approved by the County Administrator, and there is an exception to the vacancy review process for positions that must be filled due to statutory or regulatory requirements. <6/10> Further exceptions include Rolling Hills nursing and dietary positions, and any other approved positions that have been filled for less than 90 days <10/10>.
- (2) When the County determines that a vacancy or new position shall be filled, position vacancies may be filled by promotion, transfer, demotion, or new hire. It shall be policy to promote career advancement opportunities while filling positions with the best qualified employees. It is not necessary to recruit outside ~~applications~~ **applicants** for vacant positions when the position is filled by promotion or transfer.<10/86>
- (3) If the vacant position is one covered by union contract, it shall be posted pursuant to the union contract. Union employees may apply according to their respective contracts.

4.11 OUTSIDE RECRUITMENT.

- (1) NOTICE OF VACANCY. When a vacancy has been approved for filling, the department head shall notify the Personnel Department of the position, title, salary, grade, job description, and the date the position is to be filled.
- (2) FULL-TIME **& PART-TIME** VACANCY. The department head shall approve a copy of the ad ~~to~~ **as presented by** the Personnel Department ~~at least two days~~ prior to publication and open posting. All full-time vacancies ~~shall~~ **may** be advertised in the local papers **at the discretion of the Personnel Department** to assure that the general public is aware of the opportunity for employment. The vacancy shall also be posted in at least the following places:

~~Monroe County Courthouse~~ ~~112 S. Court St., Sparta~~
~~JobNet Program~~ ~~14305 Co Hwy B, Sparta~~
Rolling Hills Nursing Home 14345 Co Hwy B, Sparta
~~Personnel Department~~ ~~14345 Co Hwy B~~ **124 N Court St, Sparta**
Personnel Department's Website and Social Media platforms
County wide email announcement to all staff
Job Center of Wisconsin Online

- (a) All applications for employment shall be made on forms prescribed by the Personnel Director. Application forms are available in the Personnel Department **and on the Personnel Department's webpage.**
- (b) Applications shall only be accepted for positions currently posted as vacant. All applicants shall file completed application forms in the Personnel Department or the application shall be rejected. Following the ~~close~~ **deadline** date, applications for the vacant position shall be screened by the Personnel Department prior to review by the department head **or designated staff member.**
- (c) The Personnel Director may require proof of application statements and may reject any application if the applicant:
1. Does not meet the minimum qualifications established for the position.
 2. Deliberately falsifies the application.
 3. Has been convicted of a crime which renders the applicant unsuitable for the immediate position the County is attempting to fill.
 4. Is not within legal age limits prescribed for the position or for County employment.
 5. Has established an unsatisfactory employment record which demonstrates unsuitability for the position.
- (d) When an application is rejected, ~~notice of rejection shall be mailed promptly to the applicant.~~ **the candidate will be notified of the rejection promptly.**

~~(3) PART-TIME VACANCY. The department head shall notify the Personnel Department and follow the procedure for a full-time vacancy. All part-time vacancies (part-time, defined for this section only, is twenty hours or less per week) shall be posted in at least the above-mentioned places for four working days following a one-time advertisement publication in the affected geographical area of Monroe County. Sections (a) through (d) above also apply to part-time applications.~~

(4) EXCEPTION TO THE OPEN RECRUITMENT POLICY.

- (a) Limited Term Employee. An LTE position is for a temporary period of three months or less and no more than a maximum of six consecutive months. In all instances, the rate paid to an individual in an LTE position shall be approved by the Personnel Director. ~~The usual rate is not to exceed the minimum rate of the grade for the position in which the individual will be filling in.~~ A completed County application form must be

forwarded to the Personnel Department before employment begins. An LTE is not entitled to benefits. An LTE is used to fill an immediate vacancy or need in a department; therefore, the County Administrator may choose to temporarily bypass the recruitment process. <6/93> At the end of the three month period, should the need for the position still exist, a review of the position shall be made by the Personnel Director and the County Administrator. An extension of three months, creating a total of not more than six months, may be approved by the County Administrator. At the end of any three month period, a New Position Analysis form may be instituted. An LTE may not be placed in a regular position unless placement follows the recruitment policies. Should an LTE be successful in gaining a regular position, no credit is given for time worked or any benefits from the time worked in the LTE position.

- (b) Appointees. Elected officials shall fill their authorized appointee positions (see EQUAL OPPORTUNITY subchapter) pursuant to Wisconsin Statutes. <6/03>
- (c) University of Wisconsin Extension Agents. Extension Agent positions shall be filled in accordance with §59.87(3) of Wisconsin Statutes.
- (d) Certain Aging & Disability Resource Center (ADRC) Senior Services Positions. Employees working ~~less than two hours per day in an on-call capacity~~ shall be recruited and placed in positions by the ADRC Manager Senior Services Director, after consultation with the Personnel Director.
- (e) Certain Dispatch Positions. On-call employees with the required training may comprise an eligibility list for ~~entry level~~ Dispatcher positions. When a vacancy occurs, upon mutual agreement between the department head and the Personnel Director that a sufficient number of on-call employees are qualified and available, oral examinations shall be conducted with those individuals. Should there be an insufficient number of qualified on-call employees to allow for a reasonable choice to be made, or should there be no candidate acceptable after oral examinations, the recruitment process shall be initiated. <5/89>
- (f) Certain Patrol Officer Positions. On-call employees with the required training may comprise an eligibility list for Patrol Officer positions. When a vacancy occurs, the proper posting will be made in accordance with the bargaining contract language and once that is completed and if the vacancy still remains, upon mutual agreement between the department head and the Personnel Director that a sufficient number of on-call employees are qualified and available, oral examinations shall be conducted with those individuals. Should there be an insufficient number of qualified on-call employees to allow

for a reasonable choice to be made, or should there be no candidate acceptable after oral examinations, the recruitment process shall be initiated.

- (g) Rolling Hills Student Dietary Personnel. A completed County application must be forwarded to the Personnel Department before employment begins. Hours may be full or part-time. Students are not eligible for benefits and shall be compensated at the rate approved by the Personnel Director. Documentation of active student status is required prior to employment, and may be required periodically during the course of employment.
<5/89><2/95>

4.12 SELECTION.

- (1) SCREENING. Screening criteria shall be developed by the department head and/or the County Administrator in conjunction with the Personnel Director. Screening of applicants shall be on the basis of County operational needs and individual qualifications as outlined in the position description. An additional sheet requesting specific information directly relating to the position being filled may be added to the application form to aid in the screening process.

(2) TESTING.

- (a) Any examination or test of skills and competencies shall be developed by the department head and Personnel Director and shall be as directly related as possible to the requirements of the position for which the test is administered. It is the responsibility of the department head or supervisor to demonstrate that any test is valid as a measure of prerequisite job requirements. Any testing to be done shall be coordinated through the Personnel Department. Copies of all tests shall be submitted to the Personnel Director prior to the test date.
- (b) Oral examinations shall be treated in the same manner as a written test. Questions shall be prepared by the department head and the Personnel Director. The most qualified applicants will appear for examination. In all instances, Personnel Department staff will coordinate and monitor the process. Oral examinations shall be carried out in accordance with the Affirmative Action Plan and federal regulations which require complete documentation of references, notes, appraisals and any other information used. This information shall be filed in the Personnel Department.

(c) The department head or Personnel Department shall make the appointment to positions from among the applicants submitted by the Personnel ~~Director~~ Department after the screening process is completed. If a department head is being appointed, the County Administrator shall make the appointment pursuant

to WI Stats 59.18. Department heads shall advise the Personnel Department of the current appointment panel(s) and subsequent changes thereto. In all instances, Personnel Department staff will coordinate and monitor the process. If no appointment is made from those applicants submitted, the department head shall justify to the Personnel Director why each candidate was found unsuitable. Such justification shall be acceptable to the Personnel Director before additional applicants are submitted. ~~Upon appointment, a completed Selection Analysis form (MC-6) shall be filed with the Personnel Department.~~
<6/93>

(d) If a current Monroe County employee is selected as the successful candidate for a vacancy within the same or different department following recruitment and oral examinations, policy 4.23 CHANGES IN CLASSIFICATION shall apply. <7/96><12/97>

(3) SECURITY. Formal selection materials shall be known only to the Personnel **Department**, ~~Director~~, County Administrator and to other individuals designated by the Personnel Director or County Administrator. Every precaution shall be exercised by all persons participating in the development and maintenance of materials to insure the highest level of integrity and security.

4.13 ELIGIBILITY LISTS.

- (1) ESTABLISHMENT OF LISTS. After completion of the selection process, qualified candidates shall be placed on an eligibility list in rank order or as a pool for reconsideration.
- (2) DURATION. The duration of eligibility lists shall be for six months or until the list is exhausted, whichever comes first. The duration may be extended beyond six months if the Personnel Director determines that candidates remaining on the list are still available for appointment.
- (3) REMOVAL FROM ELIGIBILITY LISTS. The Personnel **Department** ~~Director~~ may remove candidates from an eligibility list if the candidate:
 - (a) Receives an appointment to a regular position in the same or higher pay grade. <12/98>
 - (b) Files a written statement indicating unwillingness to accept appointment.
 - (c) Declines an offer of employment under conditions previously indicated by the candidate as acceptable.
 - (d) Fails to respond within a specific time period to any official ~~written~~ **documented** inquiry regarding relative

availability.

- (e) Fails to report for an interview or for duty at the time specified by the Personnel **Department Director** or department head.
 - (f) Is disqualified for employment under County policies or state or federal laws.
 - (g) Is rejected for a reason in 4.11(2)(c).
- (4) CERTIFICATION AND APPOINTMENT FROM ELIGIBILITY LISTS. Whenever a vacancy in County service is to be filled, and an eligibility list exists for the position, the department head shall confer with the Personnel Director to determine eligibility of candidates. If no eligibility list exists, the recruitment process shall be initiated.
<6/93>

4.14 NOTIFICATION.

- (1) Candidates not selected shall be notified by the Personnel Department that ~~the position has been filled, only after the final selection has been made.~~ **they are no longer under consideration for the recruitment once the screening process is completed.**
- (2) The Personnel Department shall ~~give written notice to the Finance Department as to the name, position, salary and date of hire of each new employee.~~ **notify the proper departments in order to authorize access and set up for any new employee.**

4.15 INDUCTION AND ORIENTATION. New employees shall report to ~~their department head or supervisor, who directs the new employee to~~ **the Personnel and Payroll for Department for orientation and payroll processing. Once completed the Personnel Department will direct the new employee to their department.** It is the responsibility of the department head **or manager** to introduce the new employee to fellow employees, to explain the various facets of the department, including regulations, policies and procedures of the department and the County. A new employee orientation checklist form is available from the Personnel Department.

4.16 NEPOTISM.

- (1) HIRING OF RELATIVES. It is the policy of the County to hire the best qualified individuals available for all position vacancies. However, it is necessary that judgment be used in placing employees who are closely related within the same department.
- (2) RELATIONSHIP TO PRESENT EMPLOYEES.
 - (a) For purposes of interpretation of this policy, a relative is considered one of the following: husband, wife, father, mother, grandparent, grandchild, father-in-law, mother-in-law,

grandparent-in-law, son, daughter, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, uncle, aunt, nephew, niece, first cousin. <12/99>

- (b) An applicant for a position with the County shall be required to state on the application form if the applicant has any relative employed by the County and what the relationship is. If the relative is in an administrative and/or supervisory capacity in the department with the vacancy, the applicant shall not be considered. If the applicant falsifies relationship to a present employee, the applicant/new employee shall be subject to termination.
- (c) Present employees who become married to other present employees are permitted to continue employment. Should one of them leave the employment of the County, the County shall not rehire that individual while the other is employed by the County in an administrative and/or supervisory capacity in the affected department only.

4.17 RETIREMENT.

- (1) Retiring employees must provide written notice as outlined in 4.61(1). There is no mandatory upper limit on retirement age.
- (2) Those employees drawing a monthly annuity from the Wisconsin Retirement Fund may be allowed to work within any limitations certified by the Wisconsin Retirement Fund.

4.18 DEFINITION OF EMPLOYEE STATUS.

- (1) **REGULAR FULL-TIME.** An employee who fills a full-time position (40 hours per week) is designated regular full-time. These employees are eligible for benefits following County policy.
- (2) **REGULAR PART-TIME.** An employee who fills a part-time position (less than 40 hours per week) is designated regular part-time. These employees are eligible for benefits following County policy.
- (3) **LIMITED TERM EMPLOYEE (LTE).** An employee who fills a vacancy for a temporary period of three months or less and no more than a maximum of six consecutive months is designated an LTE. These employees are not eligible for benefits. (See 4.11(4)(a) for further restrictions and qualifications.)
- (4) **SEASONAL OR PROJECT.** An employee whose service is intended to be of limited duration, such as during the summer months, or for a period of time not to exceed a year, to complete a project, is designated seasonal or project. Hours may be full or part-time. Seasonal or project employees are not eligible for benefits and all rules applying to LTE (4.11(4)(a)) shall apply.
- (5) **CASUAL OR ON-CALL.** An individual whose service is not regularly

scheduled, but who fills in on an "as needed" basis for regular employees, is designated casual or on-call. Casual or on-call employees are not eligible for benefits. A casual or on-call employee shall not be placed in a regular position unless placement follows the recruitment policy. Should a casual or on-call employee be successful in gaining a regular position, no credit shall be given for time worked or for any benefits for the time worked on a casual or on-call basis. <6/93> Casual or on-call employment shall require prior approval from the Monroe County Administrator, and all rules applying to LTE (4.11(4)(a) shall apply. <8/10><9/13>

- (6) CONTRACTED SERVICES. Following approval by the County Administrator, the department head is responsible for informing the Personnel Director of any personnel to be hired by contract. Prior to offering the contract to an independent contractor, the contract shall be approved by the Corporation Counsel and will include certification of adequate liability insurance coverage. <7/95> The contract amount shall be approved by the County Administrator, unless a resolution provides otherwise. Any individual must provide proof of independent contractor status and provide required documentation to the Finance Dept. There are no benefits available to those under contracted services. The department head shall furnish the Personnel Department with the names of those working under contract upon request. <6/93> ~~A copy of the requirements for contracting services is available from the Personnel Department.~~ <7/95>

- (7) FAIR LABOR STANDARDS ACT CATEGORIES. Employees shall be categorized as required by the Fair Labor Standards Act in one of the following categories:

- (a) Non-exempt
- (b) Exempt - Executive
- (c) Exempt - Administrative/Professional/Executive
- ~~(d) Exempt - Administrative~~
- (e) Exempt - Professional
- (f) Exempt - Elected/Appointed
- (g) Exempt - Computer Employee

Each position must meet specific criteria to qualify for placement in a category. The Personnel Department shall make determination of status using the required criteria based on information supplied by the department head.

**RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY
PERSONNEL POLICY MANUAL**

1 **WHEREAS**, the Monroe County Administration and Personnel Committee, recommends
2 approval of the Personnel Policy Manual changes proposed by the Personnel Director to section 4.27
3 Rules for Administration of the Compensation Plan, as referenced on the attached document, and
4

5 **WHEREAS**, to replace the language referencing Thursday in section 4.27(6)(a) and 4.27(6)(c)
6 and replace it with Friday; and
7

8 **WHEREAS**, to change the day employees are paid from Thursday to Friday to provide
9 additional processing time for the departments and to accommodate the additional reporting being
10 requested of the Finance Department; and
11

12 **WHEREAS**, to reduce overtime required of staff on holiday weeks in order to meet the short
13 timelines for processing the payroll; and
14

15 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that
16 effective this date they do hereby authorize the proposed Personnel Policy Manual changes as set out in the
17 attached document adjusting payroll payment from Thursdays to Fridays effective July 5, 2019 and
18 thereafter.
19

20 Dated this 22nd day of May 2019.
21


22 Offered by the Administration & Personnel Committee
23

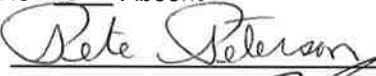


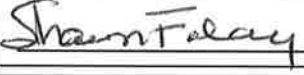
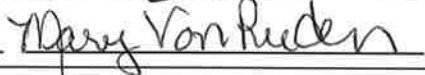
24 Purpose: Approve changes to payroll payment from Thursday to Friday for all county employees.
25

26 Fiscal note: No additional cost within the 2019 fiscal year.

Finance Vote (If required):
____ Yes ____ No ____ Absent

Committee of Jurisdiction Forwarded on: May 14, 2019
5 Yes 0 No 0 Absent

Approved as to form on 5-15-19

Andrew C. Kaftan, Corporation Counsel

Committee Chair: 
 
 

ADOPTED FAILED AMENDED
 OTHER _____
County Board Vote on: _____ 20__
____ Yes ____ No ____ Absent

STATE OF WISCONSIN
COUNTY OF MONROE
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is
a true and correct copy of Resolution # _____ acted on by the Monroe
County Board of Supervisors at the meeting held on _____

SHELLEY R. BOHL, MONROE COUNTY CLERK
A raised seal certifies an official document.

(6) PAYROLL TIME SHEETS.

- (a) There shall be 26 two week pay periods annually. Employees shall be paid every other **Friday** ~~Thursday~~ after a holdback not exceeding two weeks.
- (b) Time sheets shall be submitted in the prescribed format to the Finance Department by noon of the Monday following each two week period. Each department head is responsible for the accuracy of the information contained on time sheets.
- (c) Pay checks shall be direct deposit with pay stubs distributed to employees on the **Friday** ~~Thursday~~ following a Monday submission of time sheets. If a pay day falls on a holiday, pay checks will be issued the day before the holiday. <1/95><1/98>

**RESOLUTION AUTHORIZING CHANGES TO THE MONROE COUNTY
PERSONNEL POLICY MANUAL**

1 **WHEREAS**, the Monroe County Administration and Personnel Committee, recommends
2 approval of the Personnel Policy Manual changes proposed by the Personnel Director to section 4.44
3 Family, Medical and Military Leaves, as referenced on the attached document, and
4

5 **WHEREAS**, to add language referencing Appendixes A-H to in various portions of section 4.44
6 as well as the coinciding documentation at the end of the of the Personnel Policy Manual; and
7

8 **WHEREAS**, to add language referencing bone marrow and organ donation to remain compliant
9 with the FMLA standards for both state and federal regulations; and
10

11 **NOW, THEREFORE BE IT RESOLVED** by the Monroe County Board of Supervisors that
12 effective this date they do hereby authorize the proposed Personnel Policy Manual changes as set out in the
13 attached document.
14

15 Dated this 22nd day of May 2019.


16 Offered by the Administration & Personnel Committee

17 Purpose: Approve changes to the Personnel Policy Manual in order to update and keep our FMLA
18 policy language compliant.
19

20 Fiscal note: No additional cost within the 2019 fiscal year.
21
22

Finance Vote (If required):
____ Yes ____ No ____ Absent

Committee of Jurisdiction Forwarded on: May 14, 2019
5 Yes 0 No 0 Absent

Approved as to form on 5-16-19

Andrew C. Kaftan, Corporation Counsel

Committee Chair: Pete Peterson
Mike Helve [Signature]
Sharon Falcey Mary Vorhaden

ADOPTED FAILED AMENDED
 OTHER _____
County Board Vote on: _____ 20____
____ Yes ____ No ____ Absent

STATE OF WISCONSIN
COUNTY OF MONROE
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is
a true and correct copy of Resolution # _____ acted on by the Monroe
County Board of Supervisors at the meeting held on _____.

SHELLEY R. BOHL, MONROE COUNTY CLERK
A raised seal certifies an official document.

4.44 FAMILY, MEDICAL AND MILITARY LEAVES.

- (1) Eligible employees may qualify for unpaid leave under Wisconsin's Family and Medical Law (§103.10, Wis. Stats.) and/or the federal Family and Medical Leave Act. When applicable, the leaves shall run concurrently. Employee rights posters for both laws are in the workplace for reference by all employees. **In addition, each employee shall be given a general notice, attached hereto as Appendix A [by including the notice in Personnel Policy Manual or other written guidance to employees concerning employee benefits or leave rights or by giving a copy to each new employee].**

- (2) WISCONSIN FMLA: Any employee who has worked for more than 52 weeks (for a minimum of 1,000 paid hours) is eligible for unpaid leave under Wisconsin's Family and Medical Leave Act (§103.10, Wis. Stats.). However, the employee may, but is not required to, substitute definite and quantifiable paid leave benefits for unpaid leaves under the state law (e.g., paid vacation).

The amount of unpaid leave available in a calendar year pursuant to Wisconsin's law is presently as follows:

A. Family Leave

1. Up to a maximum of six (6) weeks per twelve (12) month period for the birth or adoption of a child. The leave must begin no earlier than 16 weeks before estimated birth or placement and no later than 16 weeks after birth date or placement of the child.

2. Up to a maximum of two (2) weeks leave per twelve (12) month period to care for a child, spouse, parent, parent-in-law, domestic partner [as defined in Wis. Stat. § 40.02(1) and § 770.01(1)], or domestic partner's parent who has a serious health condition.

Total maximum time for #1 and #2 is eight (8) weeks per twelve (12) month period.

B. Medical Leave

1. A maximum of two (2) weeks per twelve (12) month period for the employee's serious health condition.

2. **Up to a maximum of six (6) weeks per twelve (12) month period for the purpose of serving as a bone marrow or organ donor, provided that the employee provides his or her employer with written verification that the**

employee is to serve as a bone marrow or organ donor and so long as the leave is only for the period necessary for the employee to undergo the bone marrow or organ donation procedure and to recover from the procedure.

[NOTE: "Serious health condition" means a disabling physical or mental illness, injury, impairment, or condition which requires inpatient care in a hospital, nursing home or hospice, or outpatient care that requires continuing treatment or supervision by a health care provider.]

- (3) FEDERAL FMLA: Any employee who has worked for more than 12 months (for a minimum of 1,250 hours) is eligible for unpaid leave under the Federal Family and Medical Leave Act of 1993. An employee will/may be required to substitute definite and certain paid leave benefits for unpaid leave.

The federal law provides 12 weeks of unpaid leave during a 12-month period for any covered purpose, which are:

a. ~~The birth and first year care of a child or a child who has been placed with the employee for adoption or foster care.~~ For incapacity due to pregnancy, prenatal medical care or child birth.

b. To care for the employee's child after birth, or placement for adoption or foster care.

c. To care for a child, spouse or parent who is suffering from a serious health condition.

d. For a serious health condition of the employee that makes the employee unable to perform his or her job duties.

e. Because of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is on covered active duty or call to covered active duty as a member of the Armed Forces, National Guard, or Reserves.

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered activity duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits

eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.<12/13>

[NOTE: A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".<12/13>

- (4) INTERMITTENT LEAVE: Under some circumstances, employees may take FMLA leave on an intermittent basis. Intermittent leave may be taken in the smallest increment allowed by the employer for any other type of leave.
- a. Federal leave based on a birth or child placement may only be taken intermittently on a reduced leave schedule if the employer agrees;
 - b. State family leave for birth/placement or care of a child, spouse, parent, parent-in-law, **or parent of domestic partner** with a serious health condition may be taken as partial absences from employment if scheduled so as not to unduly disrupt the employer's operations.
 - c. Federal leave based on a serious health condition of an employee, employee's child, spouse or parent may only be taken intermittently or on a reduced-leave schedule when medically necessary, unless the employer agrees otherwise.

d. Federal leave due to a qualifying exigency may be taken on an intermittent basis as needed.

e. State medical leave for self may be taken in non-continuous increments as medically necessary.

f. Leaves will be granted in hourly increments or less as may be specified in policies or labor agreements. If it is physically impossible for an employee using intermittent leave to commence or end work midway through a shift, the entire time the employee is forced to be absent shall be designated as FMLA leave.

g. Employees shall make a reasonable effort to schedule medical treatments so they do not unduly disrupt current operations and they shall provide the employer with reasonable advance notice.

(5) BENEFITS: An employer is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. In addition to paying their portion of health insurance premiums, employees shall be required to pay the full cost of continuing their [dental and life insurance **etc.**] during leave. If an employee fails to return to work for a reason other than the serious health condition of the employee or the employee's immediate family member, or other reason beyond the employee's control, the employee will be required to reimburse the employer for the employee's cost of these benefits while the employee was on unpaid leave.

(6) NOTICE: Both state and federal law provide that the employee requesting family and medical leave has an obligation to provide reasonable advance notice to management, when practicable, of the nature and extent of any leave requested. In any event, employees will always have a duty to cooperate with management in arranging and processing leave requests under the state and federal laws to avoid undue disruption of the employer's operations. The employer requests that 30 days advance notice be provided whenever possible.

To receive FMLA leave, an employee must complete an FMLA leave request form **(Appendix B)**. If an employee is unable to do so because the need for leave was not foreseeable, a request may be made verbally. Supervisors are not to discuss medical conditions or leave requests with employees, but are to forward them to Personnel. Personnel shall evaluate the request and provide a response to the employee approving or denying the request and providing the employee with a "Notice of Eligibility

and Rights & Responsibilities (Family and Medical Leave Act)" **(Appendix C)** and a "Designation Notice (Family and Medical Leave Act)" **(Appendix D)** within five (5) business days, absent extenuating circumstances, of the employee's request. If Personnel needs additional information to determine whether a leave is being taken for an FMLA-qualifying reason, Personnel may wait until it has received the requested information from the employee and then notify the employee whether the leave will be designated as FMLA leave with the "Designation Notice" within five (5) business days, absent extenuating circumstances, after obtaining the information.

The employer may require employees to provide medical certification supporting the need for leave due to a serious health condition, second or third medical opinions (at the employer's expense) and periodic recertification, and periodic reports during FMLA leave regarding the employee's status and intent to return to work. A medical certification form **(Appendix E)** must be presented by the employee within fifteen (15) days of being asked to do so by the employer. A return to work form from a physician will, in most cases, be required in the case of an employee's serious illness, injury, work-related injury (worker's compensation) or illness which has caused a prolonged absence from work, or if the employee's supervisor reasonably determines for the sake of safety that a medical authorization is advisable.

The employer may require an employee seeking FMLA leave due to a qualifying exigency to submit a certification **(Appendix F)**. The employer may require an employee seeking FMLA leave due to a serious injury or illness of a covered servicemember to submit a certification providing sufficient facts to support the request for leave **(Appendix G)**. **The employer may require an employee seeking FMLA leave due to a serious injury or illness of a veteran for military caregiver leave to submit a certification providing sufficient facts to support the request for leave (Appendix H).**

- (7) UPON RETURN TO WORK: Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. FMLA leaves shall not be counted as absences for disciplinary purposes.
- (8) CONFORM WITH EXISTING LAWS: This policy does not provide any greater benefits than those provided by the family and medical leave laws. Any change in the law will impact upon the operation of this policy by modifying its provisions to conform with the law.

(9) INTERPRETATION.

- (a) Any questions regarding Family and Medical Leave use and/or interpretation should be directed to the Personnel Department for clarification.